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MEREDITH
COLLEGE

1994-1995 Student Handbook

MEREDITH COLLEGE STUDENT HANDBOOK 1994-1995

The Meredith College Student Handbook is designed to aid you in your adjustment and development within the Meredith community. The handbook includes information on Meredith's administration, academics, policies, services, and activities. The final section contains the Student Government Association Constitution and Bylaws.

You will find the Handbook most valuable if you read it first in its entirety and then use it as a reference whenever you have a question.

The Handbook is published for the Student Government Association of Meredith College by the Office of College Communications in cooperation with the Dean of Students Office.

Alma Mater

We salute thee, Alma Mater, we salute thee with a song,
At thy feet our loyal hearts their
tributes lay;
We had waited for thy coming, in the darkness waited long,
Ere the morning star proclaimed thy natal day.

Thou hast come through tribulation and thy robe is clean and white,
Thou art fairer than the summer in
its bloom,
Thou art born unto a kingdom and thy crown is all of light;
Thou shalt smile away the shadow and the gloom.

In thy path the fields shall blossom and the desert shall rejoice,
In the wilderness a living fountain spring;
For the blind shall see thy beauty and the deaf shall hear thy voice,
And the silent tongue their high hosannas sing.

Where the rhododendron blushes on the burly mountain's breast,
In the midland where the wild deer love to roam;
Where the water lily slumbers while the cypress guards its rest;
Lo! thy sunny land of promise and thy home.

Where the sons of Carolina taught a nation to be free,
And her daughters taught their brothers to be brave,
O'er a land of peaceful plenty, from the highland to the sea,
May thy banner, Alma Mater, ever wave!

—Richard Tilman Vann

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NONDISCRIMINATORY POLICY

MEREDITH COLLEGE ADMITS WOMEN STUDENTS OF ANY RACE, COLOR, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Furthermore, it does not discriminate in admission or access to its programs and activities on the basis of handicap as defined by Section 504 of the Rehabilitation Act of 1973. The Vice President for Business and Finance at Meredith coordinates the College's nondiscriminatory policy.

FROM THE PRESIDENT

Dr. John E. Weems

THERE'S A MEREDITH IN YOUR FUTURE. IT'S A MEREDITH whose dominant characteristic, I believe, is that our students care more about each other than at any other place I have ever seen. On its campus, some things take place that are truly magic—a sense of community, a sense of respect, a sense of place, a sense of time, and a sense of beauty. Meredith is up close and personal, and the sense of belonging you find here stays with you always.

It's a Meredith that will always possess the magic. We know the future will bring changes, but it is important for us to know what will remain the same. We will always find integrity; that is the backbone of the College. We will always find honesty; that is the signature of the College. We will always find academic excellence; that is the chief characteristic of the College. We will always find a touch of class, that is the expression of the College. We will always find a value orientation; that is the direction of the College. We will always find a focus on God; that is the foundation of the College.

My vision for Meredith is positive and strong. We have a great school, and it will get better. I'm pleased that Meredith is in your future; I am also delighted that you are in hers.

Welcome to Meredith—to the excitement of college in the '90s.

—John E. Weems, President

ADMINISTRATIVE OFFICES

PRESIDENT OF THE COLLEGE

As the chief educational and administrative officer of Meredith College, the President is responsible to the Board of Trustees for the supervision, management, and government of the College, and for interpreting and carrying out the policies of the Board of Trustees. The President signs all diplomas and other documents and legal instruments authorized by the Board or the Executive Committee. The President coordinates all administrative and educational functions of the College, and serves as the official representative of the College. The Office of the President is located on the second floor of Johnson Hall.

Dr. John E. Weems
President, ext. 8511

VICE PRESIDENT AND DEAN OF THE COLLEGE

The Vice President and Dean of the College supervises the academic program of the College and in the absence of the President acts in matters of a more general nature. The vice president is available to students for advice and help in all matters of academic concerns, and should be consulted when the academic situation warrants. The Office of the Vice President and Dean of the College is located on the first floor of Johnson Hall.

Dr. Allen Burris
Vice President and Dean of the College,
ext. 8514

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS AND EXECUTIVE ASSISTANT TO THE PRESIDENT

The Vice President for Administrative Affairs and Executive Assistant to the President coordinates the Office of Admissions, College Communications, and Scholarship and Financial Assistance. The vice president also represents the President at special meetings, conferences and functions, and handles special projects for the President. In addition, responsibilities include the preparation of Strategic Planning Documents and other special reports and studies. The vice president maintains com-

munications with the Board of Trustees and supports their decision-making responsibilities through the preparation of reports, studies, research, and presentations. The Office of the Vice President for Administrative Affairs is located on the second floor of Johnson Hall.

Dr. LaRose F. Spooner
Vice President for Administrative Affairs and Executive Assistant to the President, ext. 8511

VICE PRESIDENT FOR BUSINESS AND FINANCE

The Vice President for Business and Finance is responsible for all financial matters except those which relate to financial assistance, including student charges and payments. In addition to financial matters, the vice president is responsible for the maintenance and housekeeping services, dining services,
Facilities services, health services, student store, campus security and telephone services.

The Office of the Vice President for Business and Finance is located on the first floor of Johnson Hall.

Mr. Charles E. Taylor, Jr.
Vice President for Business and Finance, ext. 8516

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is the chief administrative officer responsible for development, fund raising, alumnae affairs, corporate and foundation relations, planned giving, and related activities. The Institutional Advancement staff works to promote college-relation activities, Parents' Association activities, Student Foundation Activities, and Granddaughters' Club activities.

Fund raising activities secure resources for current operation expenses equal to the difference in income from tuition and fees paid by the students and actual operational costs. They also secure resources for capital improvements (building and renovations) and endowment (the Meredith College endowment providing perpetual support for all programs of the College.)

The Office of the Vice President for Institutional Advancement is located on the first floor of Johnson Hall.

Dr. Murphy Osborne
Vice President for Institutional Advancement,
ext. 8374

VICE PRESIDENT FOR STUDENT DEVELOPMENT

THE VICE PRESIDENT FOR STUDENT DEVELOPMENT IS RESPONSIBLE FOR the coordination of the Student Development division, including the following areas: Campus Ministry, Career Services, Counseling & Personal Growth Center, Residence Life, Commuter Life, Dean of Students, Student Activities, and First Year Experience and Leadership Development.

The Vice President sets policy for the division and plans and encourages special opportunities related to these areas. She promotes student life at Meredith, supports student leadership, and seeks to enhance students' personal and intellectual growth and development.

The Vice President for Student Development Office is located on the first floor of Johnson Hall.

Vice President for Student Development,
ext. 8350

DEAN OF UNDERGRADUATE INSTRUCTION AND REGISTRAR

THE DEAN OF UNDERGRADUATE INSTRUCTION AND REGISTRAR IS AVAILable to assist you in matters relating to instruction, advising and registration for courses. Office of the Registrar is responsible for the scheduling of classes and academic records. The Dean of Undergraduate Instruction is also the Director of Summer School.

The Office of the Dean of Undergraduate Instruction and Registrar is located on first floor of Johnson Hall.

Dr. Allen Page
Dean of Undergraduate Instruction and Registrar,
ext. 8425

DEAN OF STUDENTS

THE OFFICE OF THE DEAN OF STUDENTS COORDINATES THE FOLLOWING areas of campus life: Freshman Year Experience which includes new student orientation and activities designed to increase new student adjustment to the College community; student housing and residence life; commuter life; Student Advisor program; SGA Honor Council and related areas; student profiles research; special student populations; special programs related to student life; and personal counseling and interaction with students encountering difficulties.

The Office of the Dean of Students is located on the 2nd floor of Cate Center. Students are invited to come by the office any time or call to make an appointment.

Ms. Dorothy Sizemore
Dean of Students,
ext. 8521

ALUMNAE ASSOCIATION OFFICE

The Meredith College Alumnae Association includes all Meredith graduates and any former students who did not graduate, but request to become members. The Association serves to strengthen the relationship among alumnae and between alumnae and the College.

Each class elects two agents their senior year prior to the Annual Meeting of the Alumnae Association and reports their names immediately following the election to the Director of Alumnae Relations. The class agent serves as the link between the College, the Alumnae Association and their class.

Mrs. Najla Carlton,
Director of Alumnae Relations,
ext. 8391
Ms. Melinda Henderson,
Assistant Director of Alumnae Relations,
ext. 8392

OFFICE OF COLLEGE COMMUNICATIONS

The College Communications Office supports the mission of Meredith College through the development of all official institutional communications materials. Specifically, this office oversees the College's official publicity and publications efforts, except for those classified as student publications. As time permits, the College Communications staff offers advice and assistance to students who are working on college-related publicity or promotional materials.

Mrs. Jeannie Morelock,
Director of College Communications,
ext. 8455
Mr. Steve Mosley,
Publications Manager,
ext. 8455

ACADEMIC INFORMATION

SCHOLARS, I AM GLAD TO HAVE THIS OPPORTUNITY TO WELCOME you to Meredith and to give you some advice. I address you as "scholars" to remind you of why you are here. The most important educational decision you will make here concerns how you will commit yourself to scholarship. Everyone wants to do well. The most crucial element in doing well is your own decision to work at it. No matter how good the teacher, not much will happen unless you commit yourself to learning. Commitment is an act of the will and only you can will it for yourself. Do it now and every day from now on.

Some specific suggestions: read the catalog, this handbook and other publications; follow instructions; ask for help; go to class; get to know your teachers; take advantage of learning opportunities that are not required such as convocations, lectures, art exhibits and concerts; and, every day, — "hit the books" — and think.

—Allen Burris
Vice President and Dean of the College

MEREDITH COLLEGE IS A PRIVATE INSTITUTION, AND ITS CHARTER STATES that the College's purpose is to provide higher education for women only. As a result, only women are admitted to any of the degree programs.

The *Meredith College Catalogue*, the official source of academic information, is given to each new student during orientation. If there are further questions, consult your faculty advisor, the Registrar, or the Vice President and Dean of the College.

The Vice President and Dean of the College has general supervision over the academic program of the College, and in the absence of the President, he may act in matters of a more general nature. The Dean is available to students for advice and help in all matters of academic concern. When problems arise, you should consult first with your advisor, your professor, and the department head concerned. If the situation is not satisfactorily resolved, do not hesitate to consult the Dean. There may be times when it is necessary to go directly to the Dean with a problem of extraordinary sensitivity. Feel free to follow that course if the situation warrants.

Dr. Allen Burris
Vice President and Dean of the College,
ext. 8514

ADVISORS, ACADEMIC

EACH INCOMING FRESHMAN AND TRANSFER STUDENT IS ASSIGNED AN academic advisor to aid her with academic programming, scheduling, and preregistration. When a student declares her major, usually at the end of her sophomore year, she is assigned an advisor from her major department.

Academic advisors meet with students individually and in groups to assist with academic planning and scheduling. Each student is ultimately responsible, however, for her own scheduling and academic pursuits.

ADVISORS, STUDENT

FRESHMAN STUDENT ADVISORS ARE UPPER-CLASS WOMEN WHO HAVE BEEN selected and trained to assist freshmen in solving problems that they may encounter as new students, particularly during the first few weeks of school. Transfer Student Advisers assist new transfer students. Transfer Student Advisors must meet the same qualifications as those students elected to a campus office. The Chief Student Advisor is a senior elected by the student body in the spring SGA elections.

CLASS ATTENDANCE

EACH STUDENT IS EXPECTED TO BE REGULAR AND PROMPT IN HER ATTENdance at all classes, conferences, and other academic appointments. Regular attendance is vital for the student, the professor, and fellow classmates to benefit from the sharing and thinking in the classroom. Each student must accept full responsibility for class preparation, announcements and assignments missed because of absence.

The student is responsible for contacting her professors regarding any absence. Each faculty member determines whether an absence is "excused" or "unexcused."

Faculty will be notified in the event of a death in the student's immediate family (parents, siblings) or the hospitalization of a student.

The effect of class attendance on the grade will be clearly specified, in writing, by each instructor at the beginning of the course.

Inclement Weather Policy:
In keeping with Meredith's policy on class attendance, classes will be held even in inclement weather. In the case of extremely hazardous driving conditions, commuting students should make individual decisions concerning class attendance. Professors will make it clear to each class what is expected during inclement weather.

CLASSIFICATION

STUDENTS ARE CLASSIFIED ACCORDING TO THE FOLLOWING NUMBER OF credit hours:

Freshman	1-25 hours credit
Sophomore	26-59 hours credit
Junior	60-89 hours credit
Senior	90-above hours credit

CLASS RESERVATION

(See pre-registration)

COMMITTEES WITH STUDENT REPRESENTATION

ACADEMIC DEPARTMENTS AT MEREDITH HAVE ADVISORY COMMITTEES which include students in their membership. Also, a majority of the college standing committees have several student members.

CONTINUING EDUCATION

THE CONTINUING EDUCATION PROGRAM AT MEREDITH INCLUDES THE following:

Re-Entry Program, for women age 23 or older who wish to begin or resume academic course work leading to a degree.

Enrichment Program, consisting of non credit, short courses focusing on arts and humanities, special interests, and personal and career development.

Post Baccalaureate Certification Program, professional curricula leading to certification by Meredith College: Legal Assistants Program (LAP)

For re-entry admission procedures, see adult students and Continuing Education information in the Meredith College Catalogue, or consult the continuing education brochure. The brochure also includes a listing of current enrichment courses and information on certificate programs. It is available each semester from the Continuing Education Office, 121 Jones Building. Students of traditional age may enroll in enrichment courses while undergraduates, and in certification programs following graduation. Call Continuing Education (829-8353) for further information on any of these special learning opportunities.

Continuing Education Directors

Dr. Mary Johnson	Dean for Continuing Education, ext 8353
Ms. Sandra C. Close	Director, Re-Entry Program, ext. 8353
Ms. Margaret Cleary	Assistant Director, Re-Entry Program, ext. 8353
Ms. Madra Britt	Director, Enrichment Program, ext. 8353
Ms. E. Page Potter	Director, Legal Assistants Program, ext. 8353

COOPERATING RALEIGH COLLEGES

MEREDITH COLLEGE, NORTH CAROLINA STATE UNIVERSITY, PEACE College, Shaw University, St. Mary's College, and Saint Augustine's College form a consortium through which they provide their collective educational resources to students at each of the six institutions. A student who wishes to register for a course at one of the Cooperating Raleigh Colleges should consult the Registrar's Office for proper procedure.

Dr. Rosalie P. Gates, Director CRC,
(919) 829-8538

EXPERIENTIAL LEARNING

THROUGH THE COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM at Meredith, a student can "try out" one or more work environments before graduating. This experience allows her to learn more about herself and work, to assess one application of her major and predict if she will enjoy it, to discover new positions within a company/agency, and to determine for herself additional courses or skills that she may need. Cooperative Education is coordinated through the Office of Career Services. Internships are administered through academic departments. For further information, contact your academic advisor or Career Services (829-8341)

GRADE POINT AVERAGE

(See Probation/Suspension, Academic)

GRADING SYSTEM

EACH COURSE RECEIVES ONE OFFICIAL SEMESTER GRADE, AN EVALUATION of the entire work of the student during the semester. A grade report is sent to the student or to another person designated by the student. For further information on the grading system see "Grading System" in the College Catalogue.

HONORS PROGRAM

THE HONORS PROGRAM OFFERS THE INTELLECTUALLY GIFTED AND AMBITIOUS student opportunities to develop academically to her full potential. Each year, approximately 20 entering students are invited to participate in the Honors Program. The honors curriculum spans the four-year undergraduate experience and is well integrated into the whole of the academic program.

A student is expected to take honors work each year. She would typically take two to three honors classes during the freshman year, including the honors writing course and an honors colloquium. Retention in the program requires that the student maintain a minimum overall grade point average of 3.0 or, failing that, to receive permission of the Honors Committee to continue the program.

LEAVE OF ABSENCE

A CURRENTLY ENROLLED STUDENT MAY REQUEST FROM THE REGISTRAR A leave of absence for up to one year without having to apply for re-admission as long as she is in good academic, social and financial standing at Meredith. See page 20 of the College Catalogue.

MID-TERM GRADE REPORTS

MIDWAY INTO EACH SEMESTER, INSTRUCTORS PROVIDE THE REGISTRAR'S Office with mid-term grade reports for those students whose performance in class indicated work below a "C" average. This is not a permanent grade, but rather an indication of the student's progress thus far in the current semester. The student and her faculty advisor are notified of the mid-term grade in October for the fall semester and in March for the spring semester.

OPPORTUNITIES FOR ACADEMIC ENRICHMENT

IN BUILDING THE TOTAL PROGRAM OF STUDY, MANY STUDENTS TAKE advantage of one or more of the special opportunities listed below to pursue specific academic interests. These opportunities afford a variety of learning experiences.

Capital City Semester - program of intensive seminar and research experience on North Carolina government and politics.

Cooperating Raleigh Colleges - The opportunity to take classes at North Carolina State University, Peace College, Saint Augustine's College, St. Mary's College, and Shaw University while a student at Meredith.

Marymount Manhattan College - opportunity for study in the New York Area.

Meredith Abroad Program - a summer session abroad offering a full semester of credit for the same price as attending Meredith for a semester—including transportation costs.

Overseas Travel/Study Programs - arranged within departments.

Special Studies (may be proposed by students or faculty)

Independent Study - autonomous study, e.g. biology or chemistry lab research

Directed Individual Study - study with guidance of instructor, e.g. historical research

Group Studies - special topic course not already in curriculum, e.g. Women's Studies

Community Internships - field experience, e.g. interior decorating, graphic design, mental hospital work

United Nations Semester at Drew University - classes in Madison, N.J. and observation seminar sessions at the United Nations

Washington Semester at American University - study and research on the federal government level in Washington, D.C.

PLAGIARISM

PLAGIARISM IS THE DISHONEST USE OF ANOTHER'S WORDS, THOUGHTS, ideas or organization as one's own. Honest work in no way precludes using another's work, it simply requires that in all instances such use be properly acknowledged.

Plagiarism results when a student copies from another student's paper or from books and periodicals and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowings must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper. Each instructor should state specifically the extent and limits of available sources a student may employ in writing her paper. It is understood that a student who is uncertain about an assignment and sources to be used will consult with her instructor for clarification. (Please note that the student will consult with her instructor for clarification before completion of paper.)

(Please note that the use of old high school papers is discouraged, but if used, must be acknowledged as a source.)

PRE-REGISTRATION

PRE-REGISTRATION IS THE PROCESS OF REQUESTING SPACE IN CLASSES FOR the next term. It is open only to students who are in a prescribed program of study at Meredith such as degree or teacher certification program. Pre-registration is held during the last half of the semester but is not in effect for summer terms. No payment is required for class reservation, but payment must be made before registration can be completed. Information on the pre-registration process is available from the Registrar's office immediately after mid-term recess.

ACADEMIC PROBATION /SUSPENSION

TO CONTINUE ENROLLMENT AT MEREDITH, STUDENTS ARE EXPECTED TO maintain satisfactory progress toward graduation. Satisfactory progress means maintaining at least the minimal expected quality point ratio (QPR or GPA). A student is considered to be making minimal progress if she has earned at the end of any semester the appropriate quality point ratio indicated below:

Total Hours Attempted	Minimum Expected Meredith QPR
1-25	1.35
26-59	1.65
60-89	1.85
90 and above	1.90

When a student fails to achieve minimum progress, she will be placed on academic probation for the following semester. A student on academic probation who does not meet the minimum QPR (GPA) at the conclusion of the spring semester will be suspended for the following fall semester. (See College Catalogue for further information).

RECORDS, ACCESS TO

Definitions

Education Records are those records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person acting for the College. "Records" means information recorded in any medium, including, but not limited to the following: handwriting, print, tapes, film, microfilm, and microfiche. Education records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, or (4) medical and psychiatric records (these are accessible by the student's physician).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, a person elected to the Board of Trustees, or a person employed by, or under contract to, the College to perform a special task, such as an attorney or auditor.

A legitimate educational interest by a school official occurs when the official is performing: a job-related task, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit related to the student, or student's

family, such as health care, counseling, job placement, or financial aid.

Non-Institutional personnel who have access to student education records without the written consent of the student include: officials of another school, upon request, in which a student seeks or intends to enroll (Academic transcripts are sent only with the consent of the students), officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with state or federally supported education programs, organizations conducting studies for or on behalf of the College, accrediting organizations to carry out their function, parents of an eligible student who claims the student as a dependent for income tax purposes, officials with a judicial order or lawfully issued subpoena, appropriate parties in a health or safety emergency, or officials involved with the student's request for financial aid.

A student is any person who is or has been enrolled at Meredith College. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect her file. Whenever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights.

An "eligible" parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954 and who presents such proof to the custodian of an education record. Normally the proof will be a certified copy of the parent's most recent Federal Income Tax Form.

Directory information includes the student's name, address, telephone listing, dates and place of birth, country of citizenship, employer, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendances, degrees and awards received, and the most recent previous educational agency or institution attend by the student.

NOTE: If a student prefers the Directory Information not be released to persons other than school officials with legitimate educational interest, she must make this request in writing to the Office of the Registrar.

"Access to an education record" is to be allowed to see the original records.

Official Policy Relating to the Release of Personally Identifiable Student Education Records

Meredith College shall not permit access to, or the release of, any information in the education records of any student that is personally identifiable other that directory information, without the written consent of the student, to any party other than the following:

Institutional Personnel
Meredith College officials and staff (school officials) who have legitimate educational interests.

Non-Institutional Personnel
1. Officials of other schools in which the student seeks admission;
2. Appropriate persons in connection with a student's application for, or receipt of, financial aid;
3. Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974;
4. State and local officials authorized by state statute;
5. Organizations conducting studies for, or on the behalf of , Meredith College for the purpose of assisting in accomplishing the College's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose;
6. Organizations conducting studies for schools the student has attended, with the understanding that such information will be subsequently destroyed when no longer needed for the intended purpose;
7. Accrediting organizations, to carry out their functions;
8. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.);
9. In compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance; or
10. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other persons.

NOTE: With the exception of Meredith College officials and staff, who have been determined by the College to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a record which is kept with each student's Education Records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the persons or agency had in obtaining the information.

PROCEDURES FOR ACCESSING EDUCATION RECORDS

THE STUDENT REQUESTS THE CUSTODIAN TO ALLOW HIM OR HER TO inspect the education records. The student may ask for an explanation and/or a copy of the records. (The price of copies shall not exceed the cost of duplicating the record.) After consultation with the custodian, errors may be corrected at that time by the custodian. If there is a disagreement between the student and the custodian as to the correctness of the data contained in the record, the student may submit a request for a formal hearing. The request and the formal challenge to the content of the records must be presented in writing to an Appeals Committee appointed by the President of Meredith College. The chairman of the committee shall call a meeting no later than 45 days after receipt of the written appeal and challenge. The committee will allow the student to present evidence to substantiate appeal and shall render a written decision to the student within 45 days after the meeting.

NOTE: This procedure does not provide for a hearing to contest an academic grade.

Exclusions

Right of access does not include:

1. Financial records of parents or any information therein;

2. Confidential letters and statements of recommendation which were placed in the education record of a student prior to January 1, 1975;

3. Records to which access has been waived by a student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)

Destruction of Education Records

Education records may be destroyed, except that a student shall be granted access prior to destruction if such is requested.

Informing Students

Meredith College informs its students of the policy governing privacy rights of students' education records by publishing the policy in the Student Handbook.

REGISTRAR

(See Dean of Undergraduate Instruction and Registrar.)

SUMMER SCHOOL

THERE ARE 3 THREE-WEEK SESSIONS OF SUMMER SCHOOL HELD ON THE Meredith campus each summer. Registration is held on the first day of each term and the full tuition for the term is due at that time.

Normally a student may take only one course per session. A brochure listing the proposed summer courses is available in the Registrar's Office early in the spring semester.

Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith before they can be added to the academic record. Approval forms for visitation courses are available in the Registrar's Office.

On-campus housing is available to Meredith students during the summer only to those students who are:

Attending summer school at Meredith

Attending summer school at CRC institutions, with permission from the Registrar to visit away

Working full-time on campus (40 hrs. per week)

Working as an intern or co-op student receiving credit from Meredith

Students must vacate their rooms immediately after the completion of their summer school term, internship, job, or co-op. Housing fees (including meals) are assessed on a weekly basis.

TESTING

IF A STUDENT'S SEMESTER EXAM SCHEDULE INCLUDES MORE THAN TWO tests within a 24-hour period the student may request to reschedule the third exam.

TRANSCRIPTS

STUDENTS MAY RECEIVE OFFICIAL COPIES OF THEIR COLLEGE TRANSCRIPT from the Registrar's Office for $2.00 per copy. The student's signature is

required before a transcript can be released. Requests should not be made by phone.

WITHDRAWALS

IF A STUDENT WISHES TO WITHDRAW FROM THE COLLEGE AND TERMINATE her enrollment, it is her responsibility to have a conference with her academic advisor, the Dean of Students. the Academic Dean, and if on financial assistance, with the Director of Financial Assistance, to complete the withdrawal form and leave her official college records in good standing. Upon completion of withdrawal, she will be expected to complete proper check-out, vacate her room, and return her room key to her Residence Director within forty-eight hours.

NOTE: Any room deposit refund due the student will be mailed from the Business Office at a later date.

When a student decides to return to Meredith after withdrawing, she applies for re-admission through the Admissions office.

NOTE: See Leave of Absence for temporary withdrawal.

HONOR SYSTEM

THE HONOR SYSTEM IS A LONG-CHERISHED TRADITION AND A basis for all life at Meredith. Based upon the principles of integrity, fulfillment of community obligations, and responsibility to one's fellow citizens, the purpose of the System is to maintain an atmosphere of trust and honor throughout the entire Meredith community and to prevent this trust from being weakened by the dishonorable actions of a few. It is not intended simply to punish students who do not abide by the Code, nor is it intended to place restrictions on a student which conflict with her personal values. The Honor System must be an integral and basic part of the life of every student at Meredith. The willingness of each student to accept full responsibility for her actions and to abide by the standards set by her fellow students is imperative to a community of mutual trust. It is essential that each student commit herself to abide by and uphold Meredith's Honor Code and system of self-government. Only in this manner can the entire student body keep the benefits of a community of trust and integrity which the Honor System fosters.

STATEMENT OF HONOR

WE, THE MEREDITH COMMUNITY, ARE COMMITTED TO DEVELOPING AND affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken.

If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community.

In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for insuring that the Honor System is at all times carried out.

HONOR PLEDGE

I DO SOLEMNLY PLEDGE MY HONOR THAT AS LONG AS I AM A STUDENT AT Meredith College, I will faithfully uphold the principles of the Honor Code and will respect and observe the procedures and requirements of the Honor System. I also pledge my support to our system of self-government, an integral part of our way of life at Meredith College. I make this pledge in view of my fellow students thus signifying our high resolve to keep our honor forever sacred and our self-government forever strong.

NOTE: Enrollment is not complete until a student has signed the Honor Pledge.

HONOR COUNCIL

THE HONOR COUNCIL IS COMPOSED OF THE CHAIR; THE SECRETARY; TWO representatives from the freshman, sophomore, junior and senior classes; the solicitor general; the support counselor, two commuter representatives, and four faculty members, who are appointed for a two-year term by the Academic Dean. The Vice President for Student Development and/or her designee shall serve as a non-voting member and as advisor.

The minimum number of board members present at any hearing is nine. These include the chair, the secretary, the SGA president and the advisor as non-voting members, and five voting members who shall be comprised of one faculty representative and four student representatives, all to be appointed on a rotating basis by the chair.

The Honor Council shall not convene during exam weeks except for those cases involving graduating seniors.

NOTE: A summer Honor Council composed of the chair (when possible), one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer Residence Director, and the Vice President for Student Development or her designee, shall hear cases occurring after the final day of classes of the spring semester through the final day of classes of summer school except for those cases deferred until the beginning of the fall semester. The services of a Support Counselor and Solicitor General may not be available, and the appeal process will not include a Review Board.

HONOR CODE VIOLATIONS

THE HONOR COUNCIL ACTS ON VIOLATIONS OF THE HONOR CODE.

Violations of the Honor Code include, among others:

Academic dishonesty, including, but not limited to :

Unauthorized copying, collaboration or acceptance of assistance in the preparation of written work or laboratory work;

Plagiarism—which is defined as the intentional representation of another person's words, thoughts, or ideas as one's own;

The use of notes, books or other unauthorized aids on examinations,

Stating that assignments are completed when they are not (i.e. parallel readings) or

Aiding and abetting a dishonest action of another student.

Theft or misuse of, or damage to any personal property on institutional premises, any academically related personal property wherever located, or any college property.

Violation of any "college policies" as set forth in this Student Handbook.

Alteration, forgery, falsification, abuse, or fraudulent misuse of college documents, records or identification cards.

Violation of rules governing the residence halls, the Health Center, the library and other college owned, operated or regulated property.

Conduct resulting in physical or psychological harm to another or which otherwise threatens or endangered the health or safety of any such person.

Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures , or other college activities, operation or functions, including the failure to appear

before college officials or disciplinary bodies when directed to do so.

Disorderly Conduct on college-owned, operated, or controlled property or at college-sponsored functions. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent or obscene.

Possession of firearms or other weapons on college property or at college-sponsored functions.

Unauthorized entry into or occupation of, or trespass upon college facilities or property.

Unauthorized use of name of the College or the names of member organizations in the College community.

Intentional abuse of a position of trust or responsibility within the College community.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Failure to follow directions given by College officials or staff members in the exercise of their official duties.

Any violation of federal, state or local law if such directly affects the College's pursuit of its proper educational purposes.

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Aiding or abetting any violation of the Honor Code.

Any other conduct which is undesirable or unacceptable, or interferes with or threatens the College's ability to fulfill its educational purposes.

NOTE: A student may be accused of more than one violation as a result of a single incident.

Ignorance of a rule or regulation shall not be accepted as a defense by the honor council.

REPORTING A VIOLATION OF THE HONOR CODE

Self-referral

If a student realizes that she has violated the Honor Code, she is encouraged and expected to report herself to the Solicitor General.

Report by another student

If a student witnesses or suspects that an infraction has occurred, she has two paths she may follow. She may confront the suspected student, or she may refer her suspicions directly to the Solicitor General, Residence Life Staff, or a member of SGA Executive Staff.

Report by a member of the faculty or the administrative staff

If a teacher suspects a student of academic dishonesty and is able to ascertain the facts of the case, it is the teacher's responsibility to inform the student and request that she report herself to the Solicitor General or the Vice President for Student Development. Should the student not make the report, the faculty member should do so.

PENALTIES

One or more of the following penalties or others deemed appropriate by the Honor Council may be imposed upon students for violations of the Honor Code, depending upon the gravity of the offense:

Call downs

An oral statement to a student that she is violating or has violated a rule, policy, or regulation. Call downs may be given by the Honor Council, Resident Assistants, Residence Directors, or Residence Hall Presidents. Students must be told immediately that a call down has been given, and the reason for the call down. Written notification shall be given to the student who has received an accumulation of four call downs. However, lack of notification does not excuse the call downs.

Call downs resulting in an automatic campus

Accumulation of six call downs results in an automatic one-week

campus for resident students and an automatic one-week reverse campus for a commuting student. A campus, as a result of the accumulation of six call downs, is reported to the Solicitor General by the Resident Assistant. The penalty is read at the next Honor Council meeting for notation in the minutes. Official written notification of the specifications of the campus is then given to the student by the secretary of Honor Council, who informs her that she has 48 hours in which to begin the campus or to appeal the penalty. (She may be given an additional week to begin the campus if the campus involves an exam week. A campus may be served at the beginning of the following semester.) If the student chooses to appeal, the written appeal presented to the Solicitor General must clearly state the grounds upon which the appeal is made. The case then enters the usual Honor Council procedure, with the decision of the Honor Council as final.

Campus

The restrictions of a campus are as follows:

The student must remain on campus at all times unless granted special permission by the Vice President for Student Development. Any student found in violation of this restriction shall be considered guilty of a second violation of the Honor Council.

The student may have no off-campus guests except parents.

The student may attend Sunday morning church services provided she checks out and in with the Residence Director on duty and brings to her a copy of the morning worship bulletin.

The student must check in with the Residence Director on duty each night at 11:00 p.m.

Students regularly employed off-campus must request a special work permit from the Vice President for Student Development.

In case of emergency, students may request permission from the Vice President for Student Development to break or to change a campus.

Only a graduating senior may be campused during exam week of her last semester.

The Secretary of Honor Council notifies the student's Resident Assistant and Residence Director that a campus has been given.

Reverse Campus
Commuter students may be given a reverse campus for an Honor Code offense. Restrictions for a reverse campus are as follows:

The student may not be on campus except while in class or to keep an appointment with a professor. She may not eat meals on campus or be on campus for an extended period of time between classes.

The student may not attend, on-campus or off-campus, any campus-sponsored event.

Special permission for library hours may be secured from the Vice President for Student Development.

Warning
Written notice that continuation or repetition of the cited conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Reprimand
A written censure including the possibility of more severe disciplinary penalties in the event of the finding of another violation of the Honor Code within a stated period of time. Other components are as follows:

Notification of parents to be considered by the Vice President for Student Development.

Students while on reprimand are ineligible to run or be appointed to SGA offices. (See Bylaws - Article I, Section 2, C.) Duration of the period of reprimand will be specified for each case.

Probation
Probation is a set period of time during which the student is to give exceedingly careful attention to her behavior in order to affirm her ability to abide by the Meredith College rules and regulations.

IMPORTANT—PLEASE NOTE that if at any time a student who is on probation is found guilty of another major violation of the Honor Code she shall be suspended for a minimum of one semester, or expelled from the College. Other components of a probation are as follows:

Notification of parents. Within two weeks following the final hearing, a copy of the written notification of penalty shall be sent to the parents by the chair of the Honor Council accom panied by a letter from the Vice President for Student Development.

Statement of offense to be placed in confidential file in the Vice President for Student Development Office.

Notification of Academic Advisor.

Students while on probation are ineligible to run or be appointed to SGA offices. (See Bylaws - Article I, Section 2,C.)

Restitution
Reimbursement for damages to or misappropriation of property and/or reimbursement for medical expenses for injury of the person.

Fines
A student may be charged a fine for an Honor Code offense. The amount of the fine may be a pre-set amount, or determined by the Honor Council, and used for the benefit of the Meredith College community.

Suspension
Exclusion from classes and other privileges or activities related to the College for a minimum of one semester as set forth in the Notice of Suspension. Other components are as follows:

If after a 48-hour period following her notification of suspension the student has not appealed, the decision will be submitted to the President of the College for final approval.

The student must vacate the campus within 24 hours following the final decision of the president.

The student may apply for re-admission to Meredith after the specified period of suspension.

Parents will be notified by the President of the College.

Action will be recorded on official records in the Office of the Vice President for Student Development and the Office of the Registrar.
A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

Expulsion
Termination of student status. Other attributes are as follows:
If after a 48-hour period following her notification of expulsion the student has not appealed, the decision will be submitted to the President of the College for final approval. The student must vacate the campus within 24 hours following the decision of the President.

The student shall not have the privilege to apply for re-admission to the College. Expulsion shall be recorded on official college records in the Office of the Registrar and the Office of the Vice President for Student Development.

A student who chooses to appeal shall continue attending classes during the appeal process; continued class attendance, however, shall have no effect on the outcome of the appeal.

Parents will be notified by the President of the College.

NOTE: Penalties resulting from cases involving academic dishonesty shall include the right of the professor to levy any additional academic penalty he/she shall deem appropriate.

APPEALS

A STUDENT MAY APPEAL HONOR COUNCIL ACTION TO THE REVIEW Board by presenting in person written notice of her appeal to the Vice President for Student Development within 48 hours of her Honor Council hearing. An appeal of a case heard on Thursday or Friday must be submitted to the Vice President for Student Development by noon of the following Monday. The Notice of Appeal must state clearly the reason for the appeal. The Review Board Hearing shall occur on the Friday following the Notice of Appeal (unless another hearing has been scheduled, in which case, the hearing shall be scheduled by Wednesday of the following week).

The appellant shall have a maximum of five minutes to present her appeal to the Review Board.

The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the President of the College in cases of suspension or expulsion. A student may appeal a Review Board decision by presenting her written appeal to the Vice President for Student Development within 48 hours of the Review Board Hearing. The Vice President for Student Development will then present the appeal accompanied with relevant case documents to the President for his review and decision.

Following consultation with an advisory committee, the President shall reach a decision and give formal, written notice to the accused and to the Chair of the Honor Council within ten days after receiving the notice of appeal. The action of the President is final.

A student may appeal a campus resulting from accumulation of six call downs to the Honor Council by giving written notice of her appeal to the Solicitor General within 48 hours of receipt of the notification of campus. Decision of the Honor Council is final.

Appeals from an Honor Council Hearing presented during fall exam week will be heard at the beginning of the following semester unless the case involves a graduating senior. Appeals presented during spring semester exam week will be heard if possible.

CRC STUDENTS

STUDENTS PARTICIPATING IN THE COOPERATIVE RALEIGH COLLEGES (CRC) Program who are accused of academic dishonesty are liable to the judiciary process of the host institution.

JURISDICTION OF THE COLLEGE

STUDENTS ARE EXPECTED TO MAINTAIN AT ALL TIMES A HIGH STANDARD of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

COMMUTER STUDENTS

ADJUDICATIVE ACTION IS TAKEN FOR THE ACCUMULATION OF SIX CALL downs by commuter students. For any other infraction, a commuter student's case will be handled by the Honor Council.

Honor Council Officers and Members

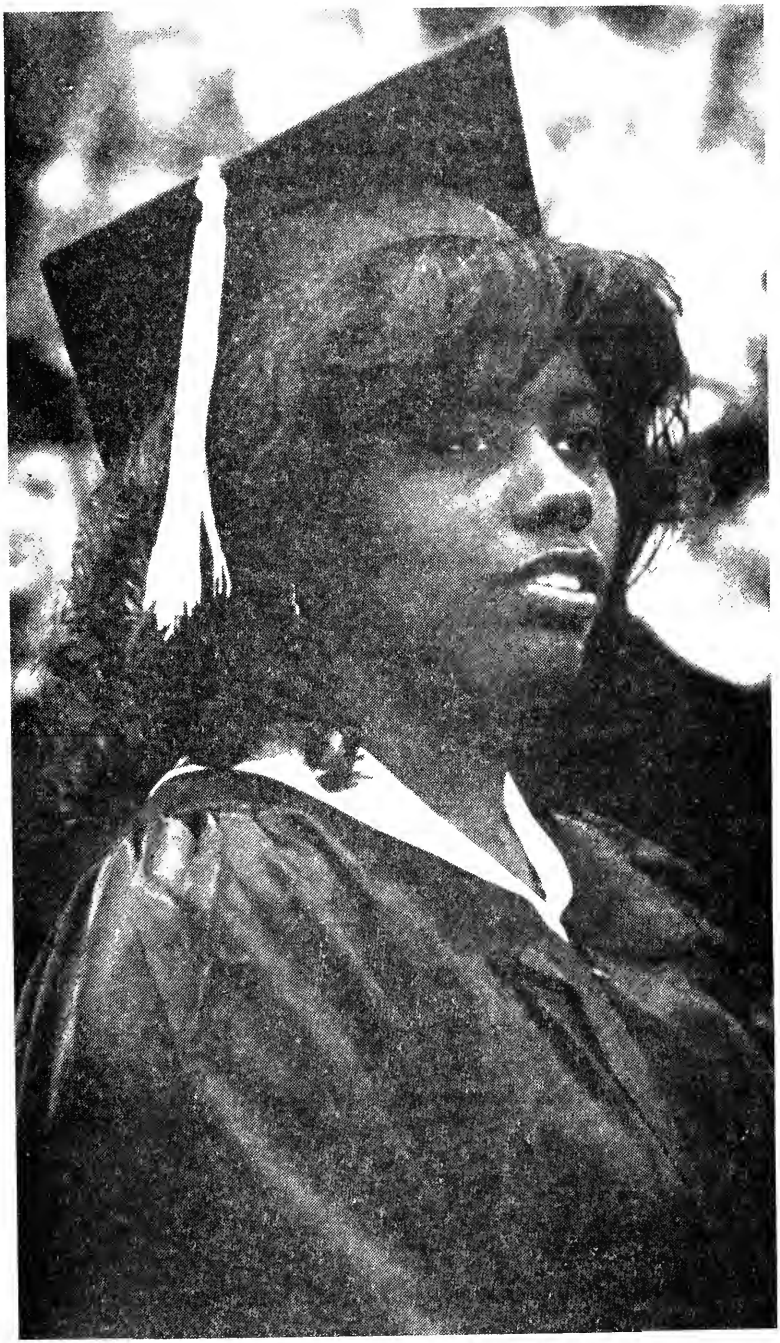
Chairperson	Kristen Tyvoll
Secretary	Amanda White
Solicitor General	Lori Miller
Support Counselor	Christina Steward
SGA President	Kelly Formy-Duval
Senior Representatives	Ashley Davis
	Lisa Marie Robinson
Junior Representatives	Caroline Kerr
	Angela MaGlammery
Sophomore Representatives	Ginny Scholtz
	Danielle Taylor
Freshman Representatives	to be elected

Review Board Officer and Members
Sarah Barnes
Carol Conerly
Beth Morris
Ande Smith
Bonnie Willaims

Advisor
Vice President for Student Development

Faculty Representatives
Alan Ammann
Lori Brown
Burgundy Winz

NOTE: For further information related to the honor system refer to the SGA Constitution.



COLLEGE POLICIES AND REGULATIONS

ALCOHOLIC BEVERAGES

THE COLLEGE STRONGLY DISCOURAGES THE USE OF ALCOHOLIC beverages by Meredith students. Students shall not possess or consume intoxicants on the campus, or at college-sponsored functions. A student may not attend class while under the influence of alcohol. Meredith students are expected to represent the College with dignity at all times. Any amount of alcohol shall be considered "possession" and shall result in judicial action. Any alcoholic beverage bottle kept as a momento must be carefully rinsed before bringing the bottle onto campus and, must remain uncorked.

AUTOMOBILE REGULATIONS AND FEES

Student Parking Permits

At the beginning of each semester, all commuter, resident sophomore, junior, or senior students may qualify for the privilege of bringing a car on campus by presenting the registration card of the car being registered, signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal. Forms and decals may be obtained from the Security Office. Adequate parking is provided for all those who qualify.

A minimum number of special permits will be granted to freshman students who qualify due to hardship:

Medical Hardship

A diagnosed medical problem which requires consistent, scheduled visits by the student to a qualified physician. Freshman students may submit a written request and documentation to the Meredith Health Center. Decisions of the Health Center are final.

Financial Hardship

Documented financial need that can be satisfied only by work ing an off-campus job. Documentation must be obtained through the Office of Scholarship and Financial Assistance.

Freshman students may submit a written request and documentation to the Office of Scholarship and Financial Assistance. Decisions of the Office of Scholarships and Financial Assistance are final.

Fee Schedule for Parking Permits

Annual resident permit	$100.00
Annual commuter permit:	
9 or more credit hours	60.00
Fewer than 9 credit hours	30.00

Permits are payable each fall. Refunds will be prorated by semester.

Parking Regulations

The following parking practices are specifically prohibited:

Double parking.

Parking on lawns, landscaped areas, sidewalks, or other areas not set aside for parking.

Parking in such a manner as to block traffic, parked vehicles, or roadways.

Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES.

Parking in an area designated for registration decals other than the one displayed.

Parking in visitors' area with a current Meredith decal.

Parking an unregistered vehicle anywhere on the Meredith campus.

Parking in a space reserved for Residence Directors and Residence Life staff.

Students are not allowed to park on the front drive , in front of Johnson Hall, Jones Auditorium, or Vann Residence Hall at any time.

Parking regulations are enforced 7 days per week, 24 hours per day.

No warning tickets are given. Parking fines are $10.00, Auto-boot fines are $35.00.

Unregistered cars with accumulation of 3 or more tickets will be Auto-booted* and will not be released until all fines are paid. (*An Auto-boot is a device that clamps to the wheel of a car. Attempts to move a car with an Auto-boot will result in serious damage to the car.)

NOTE: Meredith College does not assume responsibility for any vehicle parked on campus.

Temporary Parking Permits for Students
Permits cost $1.00 per day, excluding Saturday and Sunday, with a two-week (10 days) limit, provided space is available at the time of request. Students are allowed one permit per semester without a review by the Chief of Security. The permit must be approved before the car is brought to campus.

For Family and Guests
All cars are required to be registered. Students are responsible for the proper parking and registration of family and guest vehicles. There is no charge for permits for family and guests. Students should become familiar with all visitor parking areas and direct their guests to the proper area. Guests' vehicles are also subject to being ticketed or Auto-booted.

Dan Shattuck
Chief of Security
ext. 8524

CAMPUS ID CARDS/CAMCARDS

All Meredith students are required to have a Meredith picture identification card. "Meredith student" is defined to be any student, except non-Meredith students through the Cooperating Raleigh Colleges program, registered for at least one academic credit course through the Meredith College Registrar or the John E. Weems Graduate School. ID cards are required of all individuals in order to check out library materials, for student access to residence halls between 7:00 p.m. and 7:00 a.m., and for general identification purposes around the campus. Identification

cards are made free of charge in the CamTel/CamCard Office, 3rd floor Johnson Hall.

Any individual who has a picture identification card may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be used as a CamCard and will give access to the Secure Spending Account for purchases in the Meredith Supply Store, certain campus vending operations, campus photocopy machines, and for individual meal purchases in the Dining Hall and the Snack Bar. Deposits may be made in person at the CamTel/CamCard Office or by mail.

Lost or stolen identification cards and/or CamCards should be reported immediately to the CamTel/CamCard Office.

CLOSING HOURS

CAMPUS CLOSING HOURS ARE 1:00 A.M. SUNDAY THROUGH THURSDAY, and 2:00 a.m. Friday and Saturday. At this time all cars entering the campus must stop at the gatehouse. Only those cars with justifiable reason may continue onto campus.

All campus classroom buildings will normally be opened at 7:00 a.m. and locked at 11:00 p.m. seven days a week. At 11:00 p.m., a Meredith student who is in a classroom building may remain there under the following circumstances:

... have her Meredith ID in her possession
... report her specific location to Campus Security (8524)
... be accompanied by another Meredith student at all times*

All non-Meredith students must leave the classroom buildings at 11:00 p.m. After 1:00 a.m., students must notify campus security when they leave the building. It is the student's responsibility to insure that any door she exits locks behind her.

The above schedule applies only during the regular academic calendar (holidays excluded), and does not include the swimming pool or the library. Check at those locations for current hours.

***All students are encouraged to work with a partner any time they are in a classroom building after dark.**

Johnson Hall is open at 7:00 a.m. and locked most evenings at 6:00 p.m.

The Faircloth Gate is opened at 6:00 a.m. and locked each evening at 11:00 p.m. During holidays and other specified times the Faircloth Gate may be locked earlier in the day.

Residence Halls are locked daily between 7:00 p.m. and 7:00 a.m. Access is by Meredith CamCard at specified doors. Check the college calendar for special lock-up times related to holidays.

CONTRACTUAL AGREEMENTS

ANY CONTRACTUAL AGREEMENT FOR WHICH THE COLLEGE MUST ISSUE A check, or upon which the name of Meredith College appears, must have the signature of the Vice President for Business and Finance. This policy includes any club, organization, group or individual acting directly or indirectly as a part of the College. Organization advisors and/or sponsors must approve the agreement which is to be signed by the vice president and must deliver a copy of that agreement to the vice president.

DATING ON CAMPUS

EXCEPT DURING AN OPEN HOUSE, MALE GUESTS ARE ALLOWED IN THE residence halls only in the designated first floor parlors, and only when accompanied by a Meredith student or when waiting for their date.

Men may call for their dates from the following phones:

Pay phone beside front door in Johnson Hall.

Pay phone on the breezeway between Johnson Hall and Brewer.

Campus phones on the breezeways between Johnson, Vann and Brewer.

Campus phones at parlor entrance of Vann, Stringfield, Brewer and Faircloth.

Campus phone at front entrance to Poteat.

Campus phone at driveway entrance to Heilman.

Campus phone at driveway entrance to Barefoot

Campus phone at front entrance to International House

After calling for their dates, male guests may be received in the following places:

Johnson Hall and the 1st parlors of Vann, Stringfield, Brewer and Faircloth.
Poteat first-floor parlor.
Heilman first-floor parlor.
Barefoot first-floor parlor.
International House entry-parlor.

Campus dating locations:

Designated first-floor parlors.

Weatherspoon Gymnasium during the hours posted by the Physical Education Department. Equipment must be returned to its proper place upon leaving.

Cate Center snack bar, lounge or bookstore.

NOTE: Use of the lake area at night is discouraged

Unaccompanied men are not allowed in the courtyards after dark.

Men are not allowed anywhere on campus after cam pus closing hours except to return their dates to campus.

(For more information, see Male Visitation.)

DRESS

AT ALL TIMES, APPROPRIATE AND SOCIALLY ACCEPTABLE STANDARDS OF dress are expected of Meredith students. Standards are important not only to the individual student, but also to the position of the College in a wider community.

At specific times, the College will encourage certain dress (nice pant or a dress) — i.e. Founder's Day and Honor Code Ceremony

For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

En route to and from the gymnasium and designated sunbathing area, students must wear cover-ups over their bathing attire.

DRUGS

MEREDITH BELIEVES IT ESSENTIAL TO THE WELL-BEING OF HER STUDENTS to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this, the Board of Trustees has enunciated the following policy related to illegal drugs. The policy simply stated is as follows:

Meredith College students shall not manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance. The terms "controlled substance" and "counterfeit controlled substance" shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found guilty, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to the North Carolina law.

FRESHMAN REGULATIONS

FRESHMEN OBSERVE THE SAME REGULATIONS AS ALL OTHER STUDENTS with the addition of the following:

Freshmen are not allowed to keep cars on campus unless special permission is granted due to severe financial/health hardship.

Freshmen must attend weekly hall meetings through fall break and every other week for the remainder of the year.

Freshmen must attend all sessions of Freshman Seminar.

For detailed information about residence life, refer to the following topics: Closing Hours. Judicial Policies, College Policies.

GRIEVANCE PROCEDURES

Academic Problems

Students who are experiencing academic problems either with a grade or other aspects of the course should first discuss the matter with the professor. It is the professor's responsibility to fully explain all grades and requirements of the course. If the problem is not resolved the student or professor should consult the department head. Should further action be required, the matter should be reported to the Dean of Undergraduate Instruction and Registrar or if warranted, the Vice President and Dean of the College.

Only a teacher may change a grade, unless it is appealed to the Academic Council.

Discrimination

Anyone at Meredith who experiences discrimination on the basis of race, creed, national or ethnic origin should discuss the matter with either the Vice President for Student Development or the Vice President and Dean of the College, who will consider the matter for appropriate action.

Housing Problems

A student who experiences a housing problem during the academic year should discuss the problem with the Resident Assistant responsible for her floor or the Residence Director responsible for her residence hall. If the problem cannot be resolved through discussion with the Resident Assistant or the Residence Director, the student may make an appointment with the Associate Director of Residence Life for further consideration.

Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Anyone who experiences sexual advances by another member of the Meredith community which she/he considers inappropriate should discuss the matter with either the Vice President for Student Development or the Dean of the College. After careful consideration, appropriate action will be taken.

HEALTH RELATED ISSUES

AIDS

Students or employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or

employment, or restricted in their access to College services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. Individuals with the AIDS virus will be expected to maintain appropriate health practices in relationship to other members of the Meredith community.

Sexually Transmitted Diseases
Students with sexually transmitted diseases will not be excluded from enrollment or restricted in their access to College services or facilities, but they may be requested to relocate their housing if that is deemed appropriate by the Associate Director of Residence Life.

Other Communicable Diseases
The College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until she is medically no longer deemed contagious.
NOTE: The College attempts to respect the privacy of students in all health-related matters.

Immunization Records
A law has been enacted by the General Assembly of North Carolina, which requires all students who are new enrollees in the college/university system to present proof of immunization to the Director of Health Services prior to matriculation. The law became effective July 1, 1986 and requires proof of certain immunizations as evidence of protection against specific vaccine preventable diseases. Students must present, as a minimum, the following verification. 1)Proof of a tetanus-diphtheria vaccine booster within the last ten years. 2) Proof of two doses of Rubeola, Rubella, and Mumps vaccine. 3) Proof of TB screening tests, TB tine or PPD, within one year prior to enrollment. An acceptable record of immunizations can be acquired from a high school record, personal shot record, or the local health department if immunizations were received there.

All immunization records will be screened carefully by this institution, and if deficiencies are found the student will be notified and will be given 30 days after matriculation to comply.

Students who fail to comply with these requirements will not be permitted to remain in attendance at Meredith College.

Self-Injury
Any student who harms or threatens to harm herself or another will be immediately referred to a designated physician or counselor for assessment. The student will not be allowed to return to campus without written documentation from the consulting physician or counselor that it is safe for her to do so. Parents may be notified immediately at the discretion of the Vice President for Student Development.

INTRA-CAMPUS MAIL SERVICE

Intra-campus mail services are provided for the convenience of Meredith students and organizations. Only Meredith organizations may use the intra-campus mail distribution. Any person or organization must secure approval from the Associate Director of Student Activities to use Meredith campus mail (Post Office) for information distribution.

INSPECTION OF ROOMS

Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage and compliance with college policies. Students will be responsible for any damage to college property.

JURISDICTION OF THE COLLEGE

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

LAKE

In the midst of the Elva Bryan McIver Amphitheater is a lovely setting with a small lake—one of Meredith's well-known landmarks. Many Meredith students find the lake area perfect for study, quiet conversation, relaxation, or contemplation. Social events, such as picnics, are

often held on the island in the middle of the lake, as well as more official gatherings, such as Class Day and graduation exercises.

Use of the lake is discouraged at night due to security measures. Swimming in the lake is discouraged quite strongly due to the fact that the lake is small and land-locked.

MALE VISITATION

FOR REASONS OF PRIVACY AND SECURITY, MALES ARE ALLOWED IN THE RESidence halls only in the first floor parlors, and only when accompanied by a Meredith student or waiting for a previously arranged date. Residence Directors and Residence Hall Presidents may grant special permission for men to carry heavy items to or from a student's room. This permission does not include visitation privileges in the residence hall; therefore, men should not linger on the halls after they have completed the task for which they were given permission. The person giving permission to a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. An annual "move-in" day may be designated each fall at which time men may assist with the move-in process.

(Heavy items are defined as follows: refrigerators, heavy trunks, cinder blocks, book shelves, heavy furniture, unusually bulky or large items.)

Fathers of Meredith students and brothers under the age of twelve are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.

Males unaccompanied by a Meredith student are not allowed in the courtyards after dark unless they are enroute to a residence hall first-floor parlor to meet a previously arranged date.

Males are not allowed on campus after closing hours except to accompany a date back to her residence hall. Then, he must immediately leave campus.

MARRIED STUDENTS

FAILURE TO DECLARE MARITAL STATUS IMMEDIATELY WILL BE REGARDED AS intentional falsification of all college records.

MEREDITH SEAL AND LOGO

THE COLLEGE SEAL IS THE OFFICIAL "STAMP" OF MEREDITH AND SHOULD

be used formally—on college-wide event programs, documents, diplomas, etc.

The Meredith seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith's motto, the single word LUX meaning light—the light of the mind and the light of the soul.

The Meredith College logo was redesigned in the spring of 1993 in an effort to update the look of the logo .

While use of the logo is appropriate in most instances, use of the seal should be more carefully considered because of its formal connotations. The Office of College Communications should approve the use of the college seal and logo.

OFF-CAMPUS EVENTS

ALL COLLEGE POLICIES AS STATED IN THE MEREDITH STUDENT Handbook shall be followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. A college sponsored function shall be interpreted as any function, event, or activity sponsored by Meredith or under the name of any organization or group within the Meredith structure.

Students shall not possess or consume alcoholic beverages at any college-sponsored function.

Students shall not demonstrate inappropriate behavior at any college-sponsored function. Students will be asked to leave a function if they demonstrate inappropriate behavior such as fighting, shoving, disruption of other's enjoyment, getting publicly sick, passing out and inappropriate dress.

Meredith students shall not possess or consume drugs illegally at any college-sponsored function.

Meredith students shall be responsible for informing their dates or guests attending an off campus functions of college policies to be followed.

Anyone violating these policies will be brought before Honor Council.

Procedures to be followed for off-campus, college-sponsored functions:

The advisor to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. In the case that there is not an advisor, the Associate Director of Student Activities shall be notified.

The Meredith Security Office shall be notified as to the time, place, date, and nature of the off-campus event.

Meredith College security officers shall be hired by the sponsoring organization to attend each off-campus event and be responsible for maintaining order and confronting any student or guest exhibiting inappropriate behavior.
Additional security shall be hired by the organization sponsoring the event if required to do so by the management of the off-campus building or area being utilized.

OFF-CAMPUS RESPONSIBILITY

MEREDITH COLLEGE ASSUMES NO LIABILITY FOR ANY STUDENT WHEN that student is off the Meredith College campus. Each student is personally responsible for her own safety, her own actions, and the results of her own decisions.

PARENTAL COMMUNICATIONS

THE COLLEGE RESERVES THE RIGHT TO CONTACT PARENTS OF MEREDITH students whenever it is deemed necessary or appropriate regarding student behavior or other student or campus-related matters.

PERFORMANCES AND PUBLICATIONS

ALL PUBLIC PERFORMANCES AND ALL PUBLICATIONS WILL BE DISCUSSED IN advance with the member of the faculty or administration sponsoring or advising the organization.

PUBLICITY AND ADVERTISING

MEREDITH RELATED ANNOUNCEMENTS MAY BE POSTED ON INDIVIDUAL hall bulletin boards. No publicity articles should be placed on residence

hall outside doors or on the doors of other campus buildings (including dining hall and in breezeway areas).

Approval for posting or distributing announcements of non-Meredith College social events must be secured from the Student Activities Office prior to posting. Non-approved announcements will be removed. A bulletin board is available in Cate Center on which two announcements of non-Meredith events may be posted.

LEAVE OF ABSENCE

A CURRENTLY-ENROLLED STUDENT MAY REQUEST FROM THE REGISTRAR A leave of absence for up to one year without having to apply for re-admission as long as she is in good academic, social and financial standing at Meredith. Except in an emergency situation, the leave of absence must be requested in writing prior to departure from the College. If a student should decide to take college work elsewhere while on a leave, she must apply for visitation credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or non-compliance with the leave policy, a student must follow the re-admission procedure below.

A student is in good academic standing if she will not be on academic probation at the end of the term in which she applies for the leave of absence. She is in good social standing if she is not on social probation and if there is no case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees and other charges in the accounting office.

RE-ADMISSION

A STUDENT WHO WAS PREVIOUSLY ENROLLED AT MEREDITH BUT WHO did not complete the semester immediately preceding the term she wishes to enter must apply for re-admission. The exception to this policy is the student who was granted a leave of absence, who has complied with the terms of the leave, and who re-enrolls within the allotted leave time. (See above)

REFUND POLICY

(See Refund Policy in College Catalogue.)

RESIDENCE REQUIREMENT

FRESHMAN AND SOPHOMORE STUDENTS UNDER THE AGE OF TWENTY-three must live on campus or reside with their parents, husband or (with special permission based on severe hardship) a close relative. A person must be enrolled at Meredith to have the privilege of residing on campus.

PLEASE NOTE: During the 1994-95 academic year, the college will conduct a one-year trial program which will allow more flexibility for junior and senior students to live off campus. Junior and senior students interested in living off campus for the 1994-95 academic year must pick up an application form in the Housing Office located in Cate Center.

Campus housing is available only to undergraduate students under the age of 23 who have been admitted through the Meredith Office of Admissions and is not available to students admitted through the Re-entry Program. Any student residing on campus who reaches the age of 23 during the academic year may complete that year on campus, but will not be eligible for on-campus housing thereafter, unless she entered Meredith prior to the age of 21 and is completing a continuous four-year program. Individual requests for a one-semester extension for housing may be considered in August or January if space is available.

No student may reside on campus for more than ten semesters, or beyond one year after her class has graduated. A first semester freshman over the age of 21, or a transfer student 22 years of age or older, may be given permission from the Vice President for Student Development to reside off-campus.

RETURNED CHECKS

IN THE CASE OF RETURNED CHECKS THE ACCOUNTING OFFICE WILL automatically re-deposit the check at no charge. If the check is returned a second time, it is charged to the student's account and a $20.00 handling fee is added.

Two returned checks will result in the loss of check cashing privileges on campus for the remainder of the academic year.

SELF-DETERMINING HOURS

ALL STUDENTS AT MEREDITH ENJOY SELF-DETERMINING HOURS. SEE After-hours check-in procedures under Residence Life.

SMOKING POLICY

OUT OF CONSIDERATION FOR MEMBERS OF THE COLLEGE COMMUNITY who choose not to smoke or are allergic to smoke, smoking is prohibited in classrooms, conference and seminar rooms, libraries, laboratories and shops, storage and work rooms, auditoriums, foyers, dining areas, halls, restrooms, stairwells, lounges, reception rooms (including secretaries' offices), and other public areas. Resident students who smoke are housed together on "smoking halls" and are requested to smoke only in their private room with the door closed and to refrain from smoking in commonly shared facilities, i.e. parlors, kitchens, hallways, and hall baths.

SOCIAL SORORITIES

STUDENTS DO NOT HAVE SOCIAL SORORITIES OF ANY NAME OR KIND ON the campus, whether national or local, affiliated or unaffiliated.

SOLICITATION POLICY

MEMBERS OF THE MEREDITH COMMUNITY ENJOY PROTECTION OF THEIR rights of privacy. Solicitation by off-campus persons, organizations or businesses is strictly prohibited unless authorized by the Vice President for Student Development or the Associate Director of Student Activities. Any use of college facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances will off-campus persons be allowed to solicit door-to -door.

Any business or company requesting to give a program or presentation is to be referred to the Associate Director of Student Activities to be channeled through the appropriate organization.

Any religious organization requesting to give a program or presentation is to be referred to the Campus Minister to be channeled through his office.

SUNBATHING

SUNBATHING IS PERMITTED ONLY IN THE AREA BETWEEN FAIRCLOTH, Brewer, Heilman and Barefoot. En route to and from designated sunbathing areas, students must wear cover-ups over their bathing attire.

The sunbathing area is restricted to women only. Students choosing to sit on the campus lawn in areas other than the sunbathing area must be fully clothed in attire suitable to wear to class.

WEAPONS/FIREARMS

Possession of weapons/firearms is strictly prohibited on-campus or at college-sponsored functions.

WITHHOLDING GRADES

Transcripts and grades may be withheld at the discretion of College officials for lack of payment of College fees and fines.

CAMPUS LIFE

WELCOME TO MEREDITH'S CAMPUS. YOU ARE NOW A member of a community bonded together by a common purpose—personal growth—through formal education, relationships, community interaction, and personal introspecion. The focal point of this unity is our mutual commitment to Meredith's Honor Code and our own personal integrity. We encourage you to become a positive, contributing member of your community.

Meredith aspires to offer you an environment which challenges you to become the very best that you can be, in all areas of your life—spiritual, intellectual, social, cultural, emotional, physical, and professional. Meredith can only offer to you these opportunities—your choices will determine the breadth and depth of your own personal growth.

We challenge you to choose wisely and to become involved in the activities and opportunities offered. These will foster your personal growth and allow you to follow your dreams.

As a member of the Meredith community you will enjoy certain privileges as well as have certain responsibilities. Our staff members are here for you, let us know how we can help.

—Dean Sizemore and the Campus Life Staff

CAMPUS LIFE

PARTICIPATION IN CAMPUS LIFE IS ESSENTIAL TO THE EDUCATION of students at Meredith College. Education at Meredith is not limited to class lectures, assignments, labs and tests but extends into every facet of daily life. Meredith is committed to providing rich and varied opportunities for fun, fellowship, leadership and personal growth through an extensive variety of activities, sports, performing arts, organizations, and living arrangements.

Having joined the Meredith community, it is important that each student seeks that level of involvement which will allow her to experience exciting new heights of personal growth and development, will challenge her to new heights of achievements, and will engage her in the fun and excitement of the college experience.

Equal opportunities are afforded to all students, and every student is encouraged to become fully participatory in the life of the campus.

RELIGIOUS ENVIRONMENT/ORGANIZATIONS

MEREDITH COLLEGE SEEKS TO MAINTAIN AN ENVIRONMENT WHICH IS supportive of Christian traditions and ideals and which fosters personal integrity, intellectual freedon, and academic excellence. Baptists bring a tradition of religious freedom with respect for different belief systems, and of personal freedom of the individual to be responsible in matters of faith. In shaping the religious environment at Meredith, the College seeks to support the freedom of each student to choose her own faith, and also seeks to foster an environment in which these different religious perspectives are supportive and respectful of the resulting diversity. Meredith welcomes those religious traditions which share this appreciation of diversity, which affirm the freedon of the individual, and which support the college experience.

For those students of the Christian faith, the College's traditional student group is the Meredith Christian Association, which welcomes students of all faiths and denominations. The MCA offers oppertunities for local ministry projects, study groups, programs, recreation, worship, conferences and retreats and summer missions. The MCA encourages respect for diversity and student involvement in local churches.

An interfaith Council, under the administrative supervision of the campus minister, guides and coordinates all religious organizations granted permission to form a campus organization. Students interested in forming a campus religious organization or club must submit the appropriate documents to the SGA Senate for consideration for approval.

The Campus Minister provides guidance for the development of religious programs on campus and serves as advisor to the MCA. The Campus Minister and staff are available to the college community for counseling pertaining to religious questions, religious vocations, and personal problems.

COMMUTER LIFE

ALTHOUGH IT OFTEN TAKES ADDITIONAL EFFORT, COMMUTER STUDENTS are encouraged to become fully involved in the life and leadership of the campus. Opportunities for leadership and participation are equally available to commuters, but the responsibility for commitment to these opportunities rests with each individual student.

Office of Commuter Life

To assist with commuter student involvement, an Office for Commuter

Life is located on the first floor of Cate Center. There you will find information concerning all facets of campus activities and opportunities. On the second floor of Cate Center are lounges for relaxation, study areas, a snack bar, telephone, and a vending machine area with a microwave and refrigerator available for commuter use. Up-to-date bulletin boards are located near the lounge and study areas for information pertinent to the commuter student and campus life.

Cheryl Jenkins
Associate Director for Commuter Life
ext. 8338

Freshman Commuter Assistant
An upperclass student chosen to be the Freshman Commuter Assistant is available to welcome freshman commuters and to assist with their adjustment to campus life. She serves a comparable roll to the Resident Assistant, answering questions, leading weekly freshman commuter meetings, and serving as a peer counselor. Weekly freshmen commuter meetings are held in the Freshman Center in Vann Hall and are required of all freshman commuters.

Association of Meredith Commuters
AMC is an active campus organization whose primary mission is to keep commuter students informed and to encourage involvement in campus events and activities. At bi-weekly meetings students discuss policies, concerns and requests related to commuter campus life, enjoy a variety of programs and guest speakers, and receive up-to-date campus information. AMC publishes a monthly newspaper addressing up-coming events, concerns and other important information.

Rules and Regulations Governing Commuter Students
Commuter students are expected to follow all college policies, rules and regulations as set forth in the Student Handbook. See specific policies or regulations for details.

RESIDENCE LIFE

RESIDENT STUDENTS AT MEREDITH ENJOY MANY OPPORTUNITIES. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively

and benefit from the creative interaction of residence life.

The Residence Life Staff seeks to provide a program of student services designed to enrich the quality of life of Meredith students. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience and activity. The Residence Life Staff has made a commitment to enrich and supplement the classroom experience by directing attention to an array of activities and programming which would contribute to the wholistic development of students. The Residence Life Staff includes the Associate Director of Residence Life, Residence Directors, Resident Assistants and Residence Hall Presidents.

Paula O'Briant
Associate Director for Residence Life
ext. 8633

Residence Directors

Residence Directors live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. Residence Directors supervise the work of Resident Assistants and serve as advisor and resource person for many organizations on campus.

Rotating duty schedule for Residence Directors is posted on each hall beside the phone. Emergencies should be reported immediately to the Residence Director on duty, who is in constant contact with Security.

If you need to contact an RD on duty:

Call the RD apartment number listed below; if RD does not answer,
Call the Beeper # 9-981-3576; WAIT to hear three beeps.

Dial the NUMBER FROM WHICH YOU ARE CALLING.

HANG UP.

REMAIN BY THAT PHONE—RD will return your call as quickly as possible.

Residence Directors

Vann	Libby Mulinnix, ext. 8525
Stringfield, Carroll	ext. 8520
Brewer	Paula Daniels, ext. 8527
Faircloth, International House	Robyn Flynt, ext. 8508
Poteat	Marge Stevens, ext. 8506
Barefoot/Heilman	ext. 7812

Resident Assistants

Resident Assistants are selected in April by a selection committee appointed by the Associate Director of Residence Life. Selection follows an in-depth application process which includes a formal written application, three references, a group interview, and a personal interview. Resident Assistants are part of the staff of the Office of Residence Life and receive financial compensation.

A Resident Assistant resides on each floor of a residence hall, is supervised by the Residence Director of her residence hall, and serves as her assistant. Her primary responsibilities include the following:

To be accessible to the students on her hall for assistance and counsel.

To uphold and enforce the Honor Code.

To encourage student participation in campus activities.

To facilitate good campus communication.

To uphold the Quiet Hours Policy as stated in this Student Handbook.

To create a positive living-learning environment on her hall which will enhance and facilitate maximum community interac tion and encourage accelerated personal growth.

Residence Assistants

Vann	Alison Schofield
	Beverly Benton
	Amy Fisher
	Paige Rogers
Brewer	Nikki Palmer
	Jennifer Borowicz
	Donna Gurganus
	Monica Lago
Faircloth	Greta Newman
	Dorinda Davenport
	Patty Berry
	Jennifer Sharp
Barefoot	Anne McMillan
	Shannon Smith
	Carrie Farmer
	Amy Johnson
Heilman	Jennie Roberson
	Julie Redinger
	Sonya Borders
Poteat	Erin May
	Nicole Easton
	Amber Routten
	Molly Shepard
Stringfield	Catherine Walker
	Heather McKeithan
	Carolyn Parnell
	Kim Smith
Carroll	Robin Hensarling
International House	Mary Moore
Commuter	Karen Kinney

RULES AND REGULATIONS GOVERNING RESIDENCE HALLS

Advance Payment for Housing Reservation

Each spring students planning to return to Meredith in the fall must pay a non-refundable advance payment of $100 to reserve a campus room.

Babysitting in Residence Halls

Students interested in babysitting are encouraged to babysit in the employer's home. Babysitting in the residence halls is permitted:

Only for very short periods of time;

Only if the sitter is present with the child at all times;

Never at night;

Never during quiet hours; and

Restricted to children 9 years of age or younger.

As this is a personal attangement between a student and the child's parent/guardian, the College assumes no responsibility for any child under the care of a Meredith student, either on-campus or off-campus.

Bicycles

Bicycles are to be stored in the bike racks outside unless they can be disassembled and stored in the student's room in such a way as to not create a fire hazard or infringe on a roommate's space. Bicycles found anywhere other than in the bike rack or in the student's room will be impounded by Security to be returned to the student at the end of the semester to take home. The penalty for violation of this policy is a $15 fine.

Card Access to Residence Halls

In an effort to provide as secure a living environment as possible, all residence halls are locked from 7:00 p.m. until 7:00 a.m. Students access the building through specially equipped doors by using their student identification cards. Students must exercise utmost care to protect their ID Card, and immediately report any lost or stolen card to the CamCard office.

CHECK-IN/CHECK-OUT OF ROOM PROCEDURES

Check-In

1. Pick up room key in the parlor of respective residence hall.

2. Complete room Check-In Form with RA on hall.

3. Sign and date Check-In Form (both RA and student)

4. Leave the Check-In/Check-Out Form with RA.

5. RA files Check-In/Check-Out Forms with RD.

Check-Out

If a student is graduating, withdrawing from school or moving off campus:

1. Make an appointment with RA to complete room check-out.

2. Remove all belongings from room.

3. Put all trash in appropriate containers provided by Housekeeping.

4. Clean and sweep room and bathroom and clear walls. (Do not sweep trash into hall.)

5. Be sure all college furniture is in the room and reattach all headboards to beds.

6. Meet with RA for room check for cleanliness and damages.
**Residence Life makes a preliminary inspection; Housekeeping makes final inspection.

7. Both student and RA sign and date Check-Out Form and Room Damage Deposit Refund Request.

8. Leave room key, check-out Form, and Room Damage Deposit Refund Request with RA.

9. After Housekeeping has made the final room check and assessed any necessary changes, the refund request will be forwarded to the Accounting Office.

10. The Accounting Office will refund by mail the damage deposit or part of it depending on damage assessment.

If student is changing to another campus room . . .

1. Follow steps 1-8 listed above in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit Refund Request.

2. Follow steps 1-4 listed under Check-In Procedure for new room.

If student is returning for following semester . . .

Follow steps 1-8 list in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit

Refund Request. If damage charges are assessed, the student will be notified.

***Last occupant to check-out leaves the phone in the room, locks the bathroom connecting door, then locks the door to her room before turning in her Check-out Form and key. (Students are responsible for the security of their phone and cablevision cable.)

Housing Notes:
*** A student msut vacate her room within 48 hours after deciding to leave campus. A student not planning to return following Christmas break must remove all belongings before leaving for break. A student who, during Christmas Break, decides not to return msut remove all belongings prior to date students return to campus. (See schedule of charges)

***Remove all personal items from storage area before the last day of exams. Items left in storage after graduation day will be disposed of.

*** Remember, no summer storage!

***If the Check-in/Check-out Form is not completed properly, the damage deposit will be assessed according to the Schedule of Charges.

***This procedure must be followed each time a student vacates a room (or moves to another on-campus room). Failure to follow the procedure will result in charges against the Residence Damage Deposit.

Schedule of Charges
The following is a schedule of charges used by Housekeeping when accessing cleaning and damage fees against the room damage deposit.

1. Failure to follow the proper check-in/check-out procedures including the failure to sign and date the room Check-in/Check-out Form, and failure to notify the RD or RA before permanently leaving campus will result in a $50 charge.

2.Failure to vacate room within stated time will result in a $25 charge.

3. Failure to turn in key within 24 hours after the completed room check-out with the Resident Assistant will result in a $30 charge. (lock must be replaced)

4. A $15 charge will be made for failure to return your room to its move-in condition (i.e., trash on the floor, desk tops and dresser tops soiled, under beds and closet needing cleaning.)

5. Charges for cleaning bathroom areas will be assessed as follows: Whole bath area - $30 (floor and cabinets included)
Whole bath with shower stall - $30 (floor and cabinets included)
Dirty tub - $10; Commode - $10; Shower and Shower door $15; Sink - $5

6. Charges for damages to any room and/or bathroom to which you are assigned or its contents will be assessed as follows:
Repairing or papering walls or woodwork - full deposit
Removal of material from walls (tape, gum, tacks, nails, etc.) - $20
Broken closet doors - replacement cost
Missing clothes rod $5
Missing furniture or room accessories -actual replacement cost
Defacing of furniture requiring refinishing - full deposit
Replacement of carpet -actual replacement cost
Missing telephone - full deposit
Missing TV cable $20
Unassembled furniture in room - $25
Broken beds - full deposit
Broken dresser drawers - $15
Broken desk - full deposit
Broken chairs - $15
Broken mirrors - replacement cost
Broken towel racks - $5; Broken soap dish $5
Paint on carpet - cleaning cost
Broken tile - replacement cost

** Cost of repair for damage of common property (parlor, hallway, bathroom, etc.) will be shared by those students responsible.

** When the cost of repairs for damage in a room exceeds the maximum damage deposit, responsible student(s) will be required to make full restitution.

CLOSING HOURS

MEREDITH'S CAMPUS CLOSING HOURS ARE AS FOLLOWS:

Sunday-Thursday	1:00 a.m.
Friday-Saturday	2:00 a.m.

At these times all cars entering the campus must stop at the gatehouse on the front drive. (Only those cars with Meredith students or with justifiable reason will be allowed to proceed.

Proceedures are as follows:

Meredith students present Meredith ID or driver's license.

Non-students present drivers' license, which will be retained by security until they leave campus. No one will be allowed to enter campus without proper identification.

Proceed to appropriate designated campus location.

If driver of car is a Meredith student, she proceeds to her designated parking lot.

If driver of car is not a Meredith student, s/he proceeds to the residence hall of Meredith student(s); unloads passenger(s); returns immediately to gatehouse to reclaim ID; exits campus.

Meredith student(s) proceed(s) to entry door of residence hall.

IMPORTANT: PLEASE NOTE that any student returning to campus after hours without her Meredith ID will be fined $5. She will have 72 hours in which to appeal her fine to security before the charge is forwarded to the Accounting Office.

***Students are encourage to never leave campus without their Meredith ID.**

Please note that the Faircloth gate will be locked nightly at 11:00 p.m.

For increased safety, numerous residence hall doors are not to be used for exit after 7:00 p.m. (See below for locations.) Residents are responsible for

knowing which doors are exit doors and must use these doors after 7:00 p.m.

IMPORTANT!! PLEASE NOTE!! In order to provide optimum security for all students in the residence halls:

ONLY THE FOLLOWING DOORS MAY BE USED FOR ENTRY AND EXIT BETWEEN 7:00 P.M. AND 7:00 A.M.

End doors and breezeway doors of all residence halls with the following exceptions:

Faircloth - only breezeway door

Poteat - Front door and end door

International House - Front door

Carroll - Use Stringfield end door

FIRE SAFETY RULES

Room Safety

No electrical appliances of any kind, i.e. hairdryer, curling iron, curlers, may be used in a residence hall unless it is Underwriters' Laboratories listed. Students are expected to use all appliances with the utmost safety methods.

*Electrical cooking appliances, irons and sun lamps may not be used in students' rooms. Any cooking appliance found on campus will be taken to the Housekeeping Office, and upon request, will be returned to the student at the end of the semester to be taken home. Microwave ovens are available on each floor; kitchenettes are provided. Unattended irons must be unplugged and stored in student's room. Electrical cooking appliances must be left at home. Battery operated appliances are permitted.

*Any extension cord used in the residence halls must be HEAVY DUTY. Any extension cord which is plugged directly into a wall socket must be heavy duty with a fuse. Explanation: Plug a heavy duty cord with a fuse directly into the wall socket. If the cord is not long enough plug an additional heavy duty cord into the cord with the fuse. (Do not use a light extension cord in the

residence hall for any reason! A heavy-duty cord will be about the size of your little finger.)

*Candles or open flame items may not be used. No flammable chemicals are to be kept in residence halls.

*Electric Christmas tree lights may not be used anywhere in the residence halls. Battery operated lights are permitted. All decorations must be non-flamable or treated with fire retardant chemicals. This includes trees.

Metal trash cans are recommended.

*All hallways and exitways are to be kept clear of obstructions with complete access to be available at all times. This includes no bicycle storage in stairwells or hallways.

*No personal items may be left in hallways at any time.

All stairwell doors, which act as floor separations and fire doors, are to be kept closed at all times.

Storage areas must be kept orderly with no storage of cardboard boxes.

All students must exit buildings immediately when fire drills are held.

Students are requested not to smoke in bed and to handle all smoking materials with utmost care.

No tissue paper or other flamable materials may be placed on hall walls or doors except on designated bulletin boards.

Posters and notices can not be placed on exit doors, stairwell doors and walls. Use Bulletin Boards and room doors only.

***Violation of these policies will result in a $15 fine.**

FIRE DRILLS

FREQUENT FIRE DRILLS ARE HELD FOR THE SAFETY OF ALL STUDENTS.

Failure to participate cooperatively in a fire drill will result in three call downs. Repeated failure to cooperate in the fire drill procedures will result in judicial action . (For specific fire drill procedures, see Security and Emergency Procedures.)

GUESTS

A MEREDITH STUDENT IS RESPONSIBLE FOR THE APPROPRIATE BEHAVIOR of her campus guests. A guest is expected to observe the same regulations as her hostess. The hostess should register her guest (female) before 11:00 p.m. with the Residence Director on duty, who will issue to her a guest pass. If the guest arrives after closing hours, the student must register her with a security guard. The security guard may request identificaiton of any guest coming in after closing hours. A guest will not be permitted onto campus if she does not have a guest pass or is not accompanied by her Meredith hostess.

A female guest will be allowed to stay overnight on campus only if her hostess is also on campus. Guests will be responsible for paying for all meals eaten in the dining hall. (See dining hall fee schedule.)

HALL COUNCIL

EACH RESIDENCE HALL HAS A HALL COUNCIL TO ASSIST WITH GOVERnance and programming. The Hall Council is composed of the Residence Hall President, two or more representatives from each floor, the Resident Assistant, and Residence Director, who also serves as advisor.

HALL MEETINGS

FRESHMEN HALL MEETINGS ARE SCHEDULED WEEKLY UNTIL FALL BREAK and every other week for the remainder of the year. Freshmen are allowed 3 unexcused absences without penalty. On the 4th absence, a $15 fine will be levied for that and each additional missed meeting.

Three upperclass hall meetings are held during each semester, as scheduled in the Student Activities Calendar. Upperclassmen are not allowed any unexcused absences. The fine for missed hall meetings is $15.

A class conflict is defined as an excused absence. Any other absence must be excused by the RD.

A second hall meeting will be scheduled at 8:30 p.m. for those freshman students with 7:00 p.m. classes.

HOLIDAY CLOSINGS

RESIDENCE HALLS WILL BE CLOSED DURING HOLIDAYS AND VACATIONS including fall break, Thanksgiving, Christmas, Easter, and spring vacation. Students must vacate the residence halls at the stated time of each closing. A $15 fine will be given for each 15 minutes late leaving.

Barefoot Residence Hall will remain open during fall break, spring break, and Easter for ONLY those students who must remain in Raleigh due to full-time employment, student teaching, internships or co-op positions. Students needing a place to stay during these breaks must make their own arrangements in Barefoot and then register their location in the Residence Life Office. No meals are provided.

HOUSING SPECIFICATIONS

(See Room Descriptions and Room Regulations)

Freshmen are assigned to rooms in Vann, Stringfield, Brewer, and Carroll residence halls. Residence Hall Presidents elected from upperclassmen, plus their suites, reside in Vann and Stringfield. Upperclass Resident Assistants and their suites reside on each hall.

The upperclass residence halls also have Residence Hall Presidents with Resident Assistants on each hall. Upperclass students are housed in Brewer, Faircloth, Poteat, Barefoot, and Heilman residence halls. Housing assignments are made in the spring for the following fall, giving priority to eligible seniors, then juniors, then sophomores (eligible, in this case, meaning those who have paid their Advance Payment for Housing Reservations by February 15). Actual room assignment is made on a randomized basis.

Students may not move from one room to another without permission from her RD and the Associate Director of Residence Life. Students may change rooms without charge during the third through sixth week of each semester and between semesters. A room change at any other time is subject to a $15 processing fee.

Students vacating the residence halls are expected to do so within the specified time. Anyone violating the specified time frame will be fined a minimum of $25.

The College reserves the right to move a student to a different room if a reassignment is deemed appropriate by the Associate Director of Residence Life.

If a student wishes to change her room or roommate, it is requested that she wait until two weeks after classes start. In order to make room changes, first make arrangements with the other student/s involved; second, obtain a Room Change Form from the Resident Assistant; third,

complete and secure the signatures of all involved and take the form to the Residence Director and the Associate Director of Residence Life for their signatures; fourth, follow the proper check-in/check-out procedures as outlined earlier in this section; and fifth, move.

Students with a communicable disease or who exhibit inappropriate and unacceptable community behavior may be required to move off-campus.

INTERNATIONAL HOUSE

SPECIAL HOUSING IN THE INTERNATIONAL HOUSE IS AVAILABLE FOR STUdents who have a strong international interest. Students will be carefully selected from applicants who are foreign language majors, or minors, international studies majors, international students, or students who have a strong international interest. Special programming is planned for the International House residents including seminars on subjects of international interest, international movies and special cultural events.

Applications are directed to the Residence Life Office.

KEYS

EACH RESIDENT STUDENT MUST SECURE A KEY TO HER ROOM IN THE respective parlor of her residence hall or from her RD. Keys are not to be duplicated and are to be returned when the room is vacated. Lost keys are to be reported immediately to the Environmental Services Office with a request for a lock change. A charge of $30 will be made against the student's Residence Damage Deposit for a lock replacement and new key.

Students are requested to keep their doors locked at all times and to carry their key at all times. If you are locked out of your room, contact the following people according to the following hours:

Monday thru Friday

9:00 a.m. 3:30 p.m. - Housekeeping Office, Ext. 8560 (or your RD if housekeeping is unavailable.)

3:30 p.m. to 11:00 p.m. - RD in your building if available, or Security

11:00 p.m. to 9:00 a.m. - Security, Ext. 8524

Weekends

3:30 p.m. Friday to 9:00 a.m. Monday Security, Ext 8524

(unless your RD is on weekend duty, in which case you may call her)

A $5 fine wil be charged each time a master key must be used to open a locked door and must be paid to the Accounting Office within 24 hours. Students will be required to show their Meredith ID before the door will be unlocked.

If rooms are exchanged during the academic year, all keys must be returned and exchanged for keys to the new room. Keys must be returned within 24 hours when vacating the campus.

KITCHENETTES

STUDENT KITCHENETTES ARE LOCATED ON THE FIRST FLOOR OF VANN, Brewer, Stringfield, and Faircloth; on each floor of Poteat, Heilman, Barefoot, International House and on the second floor of Carroll, and may be used before 12:00 midnight. Safety precautions should be observed at all times and students are responsible for cleaning kitchenettes after using them.

LAUNDRY ROOMS

AUTOMATIC WASHERS AND DRYERS CAN BE FOUND IN THE FOLLOWING locations:

Vann	1st & 4th floors
Stringfield	1st & 4th floors
Faircloth	1st & 4th floors
Brewer	1st & 3rd floors
Poteat	1st, 2nd & 3rd and ground floors
Barefoot	1st, 2nd, 3rd, & 4th floors
Heilman	1st, 2nd & 3rd floors
International House	1st, 2nd, & 3rd floors
Carrol Residence Hall	basement

There is a $.75 charge for each washer and a $.75 charge for each dryer. Washers and dryers should not be used to wash and dry bedspreads or rugs. If a machine malfunctions, call Environmental Services Office, ext. 8560. (No machine may be used after 11:00 p.m.)

Ironing boards are provided, but students must supply irons. Irons left on the pressing boards should be unplugged when unattended. No pressing is to be done in students rooms.

MAINTENANCE REQUESTS

REQUESTS FOR MAINTENANCE, HOUSEKEEPING, AND GROUNDS-KEEPING may be made to the Environmental Services Office, ext. 8560.

MARRIED STUDENTS

MARRIED STUDENTS WHO MEET THE RESIDENCE REQUIREMENTS MAY LIVE in the Meredith residence halls under the following conditions:

On-campus housing for a married student must be approved by the Associate Director of Residence Life

All student government regulations apply to married students according to their academic classification.

All residence hall rules and regulations apply to married students.

OFF-CAMPUS HOUSING OPTION

DURING THE 1994-95 ACADEMIC YEAR AN OPEN POLICY FOR OFF-CAMPUS housing will be available for Junior and Senior students. Students requesting to live off campus must have a 2.0 GPA and parental approval. Students should be aware that when moving off campus they are no longer eligible to receive services in the Health Center unless they pay the $70.00 health fee. Students off campus do not have dining privileges unless they pay for their meals.

OPEN HOUSE

A MAXIMUM OF THREE OPEN HOUSES PER SEMESTER OCCUR ON DESIGnated Saturdays or Sundays during specified afternoon hours. All open Houses are coordinated with other major campus activities listed in the Student Activities Calendar.

PARLORS

PARLORS ARE LOCATED ON EACH FLOOR OF THE RESIDENCE HALL FOR THE enjoyment and use of each resident. Please treat your parlor as you would the living room of your own home. Try to keep the parlors tidy, and respect the rights of others sharing the parlor. Do not use the parlor for

any kind of painting project or construction project , i.e. Cornhuskin' props, organization banners, etc.

QUIET HOURS

Reasonable quiet shall be observed in the residence halls at all times and "busy" signs shall be respected. Quiet hours shall be observed during study hours from 7:30 p.m. to 7:00 a.m. Sunday through Thursday and from 12:00 midnight to 7:00 a.m. Friday and Saturday. Moderate quiet shall be observed during morning class hours. Radios, stereos, televisions, or other musical instruments must not be heard outside the room during quiet hours. Those not observing quiet hours will be subject to judicial action. Twenty-four hours quiet is observed during final exam week. (Each Residence Hall may designate a 2-hour period within each 24-hour period during exam week as "Loud Hours.")

RESIDENCE DAMAGE DEPOSIT

A Residence Damage Deposit will be returned when the student leaves the College if the following occurred:

Proper check-out procedure was followed by the student each time a room was vacated.

No damage to rooms occupied by the student occurred during her entire stay at Meredith (including key return).

Room was left clean at checkout each year.

Anytime charges are assessed against the deposit, the student will be notified. If cumulative charges exceed original deposit the student will be notified to replenish her Room Damage Deposit. Grades and transcripts may be withheld if damage charges exceed, at any time, the balance of the deposit.

ROOFS

Persons are not permitted on the roof or ledge of any campus building. Repair cost for roof or window damage caused by persons on these areas will be paid by the responsible students.

ROOM DESCRIPTIONS

ROOMS ON FIRST, SECOND, AND THIRD FLOORS OF VANN, STRINGFIELD, Brewer, and Faircloth Residence Halls measure 11' x 16' except for rooms 119 Vann, 121 Stringfield, 122 Faircloth, and 121 Brewer which measure approximately 15.5' x 16.5'.

There is a pair of windows in each room which measures 78"W x 75"L except in rooms numbered 114, 115, (108, 109 in Vann), 218, 219, 318, 319: these measure 72"W x 106"L. Each window has a venetian blind. In rooms 119 Vann, 121 Stringfield, 122 Faircloth, and 121 Brewer there is an addition to the pair of windows measuring 78"W x 75"L a smaller window which measures 30" W x 46"L. The beds are 20" from the floor.

The rooms on fourth floor of Stringfield, Vann, Brewer, and Faircloth are irregular sizes. Measurements will be provided by the Office of Residence Life upon request. Each room on fourth floor Stringfield, Vann, Brewer, and Faircloth has two dormer windows with venetian blinds, except rooms numbered as follows: Vann 404, 411, one window each: Vann 407, threewindows; Stringfield 403, 415, one window each; Faircloth 401, 402, 405, 416, 419, one window each; Brewer 401, 402, 404, 405, 406, 414, one window each; Brewer 403, 407, three windows. Brewer 412, Faircloth 410, Vann 400, and Stringfield 407 have one double window which measures 71.5"W x 47"L. All other windows are approximately 35"W x 48"L.

The rooms on second floor Carroll are irregular in size. Measurements will be furnished by the Office of Residence Life upon request. Windows on second floor Carroll measure 48"W x 61"L, except room 205 which has one window 48"W x 61"L and one window 72"W x 61"L. Rooms 206, 208, 210, and 214 have one window each: rooms 201, 204, and 207 have two windows and 213 has four windows. Mattresses for the twin beds in each room are 76" x 36" and are 21" from the floor.

Rooms on 1st, 2nd, and 3rd Poteat Residence Hall measure 11'6" x 21' and are equipped with built-in furniture. Mattresses for the twin beds are 76" x 36" and are 21" from the floor. Each room has a window 40"W x 62"L. The rooms on the ground floor of Poteat are irregular in size. Measurements will be provided by the Office of Residence Life upon request. Each room has a window which measures 49.5"W x 44.25"L. Bathroom facilities are located on the hall.

Rooms on first, second, and thrid floors of Barefoot and Heilman Residence Halls are 12' x 15'3" and are carpeted and equipped with built-in furniture. Windows are 36"W x 75"L and the height of the bed from the floor is 21".

Rooms on fourth floor Barefoot measure 14' x 24' with 2 dormer windows measuring 46"W x 58" L. Rooms are equipped with built-in furniture. Bathroom facilities are located on the hall. Beds measure 20" from the floor.

Rooms in the International House measure approximately 12' x 15' and have one window which measures 3'W x 4'L. The International House is carpeted and bathroom facilities are located on the hall.

All residence halls are airconditioned. Each student is provided a single bed, a dresser, a desk, a chair, telephone and a closet. Each student brings her own bedding, including matress cover and pillow; shower curtain; and floor cleaning appliance. All rooms are painted or wallpapered off-white.

ROOM REGULATIONS

EACH ROOM MUST BE PERSONALLY INSPECTED BY THE RESIDENT Assistant and the new occupant before moving into the room. Proper check-in procedures must be followed in order to avoid a $25.00 charge against the Residence Damage Deposit.

Every student must secure a key to her room before moving into a room. If rooms are changed during the year, the proper check-in/check-out procedured must be followed. Keys must be returned to the RD before leaving the College.

The College cannot be held responsible for articles misplaced or lost. **Rooms should be locked when students are out.**

Students may not be destructive to college property when decorating rooms. They may not paint furniture or rooms, nor mar walls or doors with paint. Students will be required to pay for damage done to college property.

Furniture must not be removed from any room or parlor.

Curtain rods must be left in rooms.

*Students may not keep animals or pets in the residence halls.

*Students may not put trunks, luggage, boxes, clothes racks, bicycles, etc. in the halls. (Rooms are available in most residence halls for storage of luggage during the academic year.)

*Bicycles may not be kept inside residence halls unless they can be disasesembled and stored in the student's room in such a way as to not create a fire hazard. Bicycle racks are installed near each residence hall.

Small refrigerators (3.1 cubic feet maximum) are permitted.

No microwave ovens are permitted.

No small heaters are permitted.

For health reasons, all dishes should be properly cleaned after usage. There are to be no dirty dishes left on halls, in rooms, or in kitchenettes. No dishes from the Dining Hall are to be taken to student rooms.

Building of lofts is discouraged. No loft attached to walls or permanent construction is permitted. Any free-standing construction must be removed from the campus by the student at the end of each year. The College assumes no responsibility for student problems incurred because of lofts.

No electrical cooking appliances may be used in student rooms. All cooking must be done in the residence hall kitchens using the major appliances.

Draperies should be made of fire resistant materials.

*Only heavy duty extension cords with circuit breakers may be used.

***Violation of these policies will result in a $15 fine.**

ROOM/HALL SEARCH

MEREDITH RESERVES THE RIGHT TO INSPECT ALL ROOMS IN THE RESIdence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage and compliance with college policies. A Residence Director has the responsibility and the power to conduct an immediate room search if she detects alcohol, drugs or a male in a residence hall.

The College also reserves the right to conduct room searches, locker

searches, and motor vehicle searches, due to reasonable suspicion of a violation of college policies. Procedures shall be followed to ensure the protection of the student and her property.

On occasion, an entire hall may be searched. If this should occur, each resident of the hall will be requested to remain in the hall parlor until her suite and motor vehicle have been searched thoroughly. A study room will be provided and each student will be allowed one phone call to cancel any prior arrangements. A hall search will also include a search of the cars of the hall residents. Careful procedures will be followed to insure that the search is conducted properly and as quickly as possible.

If a report is made to the Solicitor General that one or more students are suspected of violating the Honor Code, (i.e. possession of alcohol, possession of drugs, male visitation in residence hall rooms, theft of personal property) and no specific information is given about a particular room, a warning may be given in person to the entire hall by the SGA President or her designee, and other members of the SGA Executive Committee. If there is reason to believe that a violation has previously occurred in a specific room but no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persist, a search may be conducted.

SAFETY REGULATIONS—MISCELLANEOUS

*Sporting equipment such as skates, skateboards, roller blades or other similar items may not be used within residence halls.

Running in halls is prohibited.

Sleeping in halls is prohibited.

Climbing on any roof or ledge is prohibited.

***Violation of policy will result in a $15 fine.**

SECURITY

Meredith College takes seriously the need to exercise reasonable care for the safety and security of her students. Security officers patrol the grounds 24 hours a day; residence halls are locked daily from 7:00 p.m. to 7:00 a.m.; Campus Security is readily available at all times through the

use of mobile telephones, ext. 8524.

Personal security, however, is the responsibility of each individual student. Students are expected to keep their room doors locked—especially at night; students are requested to walk in pairs or groups after dark; students are expected to alert security immediately if any uninvited or suspicious individual is sighted on campus.

Do your part to keep yourself safe—and—our campus a safe place to live!

SMOKING IN RESIDENCE HALLS

SMOKING IS PROHIBITED IN ALL COMMONLY SHARED AREAS OF THE RESIdence halls, i.e. hallways, hall parlors, kitchens, hall bathrooms, storage rooms. Violators will receive two call downs for the first violation and a $15 fine for any succeeding violations.

Students may smoke in their rooms with their doors closed unless they reside on a non-smoking hall. If a resident of a non-smoking hall is caught smoking in her room, the school has the right to move her to a smoking hall.

STORAGE

THERE ARE STORAGE ROOMS IN MOST OF THE RESIDENCE HALLS FOR LUGgage storage during the academic year. Bicycles, appliances of any kind, Meredith furniture, etc. may not be stored in storage rooms. Please have identification on outside and inside of luggage. Due to fire regulations, card board boxes may not be stored in the storage room. The College is not responsible for lost articles.

If summer storage is needed, there are private commercial mini-storage facilities within five miles of the campus.

Any items of clothing, carpets, etc. left in rooms or storage rooms at the end of the spring semester will be disposed of by the Housekeeping staff.

TELEPHONES

MEREDITH PROVIDES PRIVATE TELEPHONE SERVICE TO EACH RESIDENCE hall room. The charge is included as part of the student room fee. There is no instalation charge or monthy service charge.

Students receive discount long-distant service through the College. Individualized monthly statements are provided by Camtel and charges are payable directly to Meredith College.

The cost of repairs to or replacement of telephones and related equipment in a students' room will be deducted from the room damage deposit. Students will only be charged for those repairs made necessary as a result of abuse of the telephone equipment. Repairs as a result of normal use will not be charged to the student. Decisions concerning charges will be made by the technician at the time of the repair and will be final.

If you receive repeated obscene phone calls, call Glen Sanderson at ext. 8434.

TELEVISION—CABLEVISION

All student rooms are wired for Cablevision channels 2-26. Any student experiencing problems with Cablevision of Raleigh may call the appropriate number: Reception or equipment problems: 834-8744
Billing: 833-9650
Customer Service: 832-2225

Arrangements for premium channel boxes (HBO, Cinemax, etc.) must be made with Cablevision. The time and place for pickup and drop-off of cable boxes will be announced. The jumper cable connected to the wall remains with the room. If removed, a $20 charge will be placed against the room deposit. All installation needs are performed by Cablevision of Raleigh. Call the customer service number for your installation appointment.

Channels, 5, 10, and 13 are cablecast from Meredith Cable Television (MCTV) located in room 71 of the Carlyle Campbell Library. Channels 10 and 13 air video programming for educational purposes.

Channel 5 provides a 24 hour notice board, Meredith Network News. Anyone in the Meredith Community may post notices on Channel 5. However, commercial business or "for profit" programming is not aired on any MCTV channel. Request forms for MCTV channels may be obtained and delivered to the MCTV Cable Office.

MCTV also has limited editing and post-production facilities. Come by the Cable Offices for a demonstration.

If you have any questions or concerns regarding MCTV, contact Cindy Bowling, ext. 8448. Unresolved problems regarding Cablevision of Raleigh may be addressed to the Raleigh Cable Franchise Administration at 831-6278.

TORNADO DRILLS

Tornado drills are held each semester. Participation is required

of each student. Students are to move to the center of the first floor of each building when the tornado alarm sounds. (See Tornado Alert, Emergency Procedures.)

WEAPONS

WEAPONS OF ANY KIND ARE NOT PERMITTED ON CAMPUS. VIOLATORS WILL be brought before the Honor Council.

WINDOWS

WINDOWS ARE TO BE KEPT CLOSED AND LOCKED AT ALL TIMES TO ASSIST with the regulation of cooling and heating and with security. Entry or exit through windows is prohibited and violators will be subject to a $30 fine. Communication through open windows is also prohibited.

STUDENT SERVICES AND ACTIVITIES

STUDENT SERVICES

ATM MACHINES

A WACHOVIA AUTOMATED TELLER MACHINE IS LOCATED IN THE lobby of Cate Center. The machine will provide most of the services normally available at ATM machines, except it will not accept deposits. There is no fee to customers of Wachovia Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their account. The lobby of Cate Center is open from 6 a.m. until 11 p.m.

CAMCARD

A CAMCARD, PHOTO ID IS ISSUED TO EVERY NEW STUDENT DURING REGistration. This card is essential in many transactions on the Meredith campus and the Raleigh community.

The ID/CamCard is required in order for resident students to access their residence hall and to use the Meredith dining services. In addition, students have the option to deposit money on the card for "Secure Spending" at many locations around campus. The CamCard will be accepted at the Meredith Supply Store, the snack bar in Cate Center, photocopiers, most vending machines and is required in order to checkout library materials. For more information related to depositing money in a "Secure Spending" account, please contact the CamCard office at ext. 2813.

Students are requested to carry their CamCard with them at all times, but especially when leaving campus.

CAMPUS MINISTER

THE CAMPUS MINISTRY STAFF SEEKS TO PROVIDE GUIDANCE FOR THE development of religious programs on the campus as well as to provide a pastoral presence for the campus community. The staff consists of the campus minister, the associate campus minister and the seceretary.

The ministerial staff serves as advisors to the Meredith Christian Association and in addition offers lectures, programs, small group experiences and counseling opportunities for the campus at large. Also, students

seeking help in finding a place of worship in the Raleigh community may contact the campus ministry staff for help. Students are invited to visit with the staff and to make use of the Jones Chapel Meditation Room and Reading Room, as well as to participate in the community worship services each Wednesday at 10:00 a.m.

Sam Carothers, Campus Minister
Penny Ulmer, Secretary
ext. 8346

CAREER SERVICES

THE OFFICE OF CAREER SERVICES IS A STUDENT'S VITAL LINK BETWEEN campus and career. The office's professional staff provides a range of programs to help students translate knowledge about themselves into career plans that are meaningful, satisfying, and consistent with their education, experience, and personal values and goals.

The office and adjoining Career Resource Room are located on the second floor of Cate Student Center. Hours of operation are 8:00 a.m. to 5:00 p.m. weekdays. The Resource Room is open one evening per week.

The following services are provided:

Career Planning and Exploration
Individual Career Counseling
Vocational Testing
Academic Majors Fair
Computer-Assisted Career Guidance: SIGI PLUS
Graduate Study Guidance

Career Planning Seminars

CPS # 101: Career Planning for Freshmen and Sophomores
Academic course that relates personal assessment and vocational exploration to selection of major study and future careers. One hour pass/fail credit.

CPS #301: Career Planning for Juniors and Seniors.
Academic course that relates chosen academic major to career fields and focuses on job strategies and implementation. One hour pass/fail credit.

CPS #301: Career Planning Seminar for Re-Entry Women
This section of CPS is designed to specifically address the issues of women entering the job market for the

first time, re-entering after an absence, or making new career decisions. One hour pass/fail credit.

Cooperative Education
Supervised employment that relates classroom work to future career goals. Full or part-time, paid on-the-job experience. One to four hours, elective credit. Junior or senior status.

Employment Assistance
Job Fair
On-Campus Recruiting
Teacher Network Fair
Resume and Interview Preparation
Job Search Consultation
Workshops, Seminars, and Networking events
Credentials Files
Job Listings
Resume Referral

Resource Information
Career Reference Materials
Graduate and Professional School Information
Employer/Company Files
International Opportunities
Meredith Alumnae Network Files
Graduate Follow-Up Studies
Computerized Graduate School Selector

Gordon Folger	Director, ext 8341
Rebecca Highsmith	Assistant Director, ext. 8341
Valerie Gogal	Assistant Director, ext. 8341
Mary Ellen Philen	Office Manager, ext. 8342
Ann Phillips	Office Assistant, ext. 8341

CHECK CASHING

CHECK CASHING SERVICES ARE PROVIDED IN THE MEREDITH SUPPLY STORE to all students with a Meredith CamCard or other picture ID. The amount is limited to $50. 00 per day. Parents sending checks, which must be cashed by students in the Supply Store, should keep this dollar limit in mind. There is a $20.00 service fee for each returned check. The amount of the check and the fee will be charged to the student's account.

Returned checks are automatically redeposited before they are charged to the student's acount. In cases where two checks have been returned, check cashing privileges are suspended.

COLLEGE CALENDAR

THE COLLEGE CALENDAR IS LOCATED IN THE OFFICE OF DR. MARIE Mason (3rd floor of Johnson Hall). Priority is given to campus-wide events and to the earlier date of application. Applications are available in Dr. Mason's office for scheduling events and reserving campus space for specified periods of time. All meetings and all reservations for campus rooms or buildings must be registered.

Dr. Marie Mason
Campus Activities Coordinator,
ext. 8533

COLLEGE COUNSELOR

PROFESSIONAL COUNSELORS ARE AVAILABLE TO TALK CONFIDENTIALLY with any student who has a personal concern of any kind—academic, vocational, or social-emotional.

In addition to the counseling service provided on campus, the counselors also have information about available off-campus resources which may be pertinent to student' needs. Programs offered by the Personal Growth and Counseling Center include individual counseling, group counseling, and small group seminars and workshops on a variety of personal growth issues.

Students are encouraged to stop by the counseling offices, located on the 2nd floor of Carrol Health Center, any time during the day, or to call and arrange an appointment.

Beth Meier
Senior College Couselor,
ext. 8427

COMMUNICATION CENTER, BULLETIN BOARDS AND ANNOUNCEMENTS

A COMMUNICATION CENTER IS LOCATED IN CATE CENTER WHERE CAMPUS organizations post programs, projects and meeting times. Each campus organization is responsible for its own announcements, and each publicity

item should be dated. To provide adequate space for each organization, all announcements should be put up no earlier than one week prior to the event, and all articles should be removed immediately following the program.

No publicity articles may be placed on residence hall outside doors, on the doors of other campus buildings (including dining hall), on inside or outside walls, and in breezeway areas. Each residence hall has a designated bulletin board where flyers pertaining to campus events should be posted. Those bulletin board locations are:

Brewer—1st floor near south stairwell
Faircloth—1st floor near north stairwell
Vann—1st floor near south stairwell
Stringfield—1st floor near north stairwell
Poteat—inside double doors on the first floor
Barefoot—first floor near south stairwell
Heilman—1st floor near north stairwell

Approval for posting announcements of non-Meredith College events must be secured from the Office of Student Activities prior to posting. Non-approved announcements will be removed.

DINING HALL

DINING HALL PRIVILEGES ARE FOR RESIDENT STUDENTS ONLY. OTHER PERSONS choosing to eat in the dining hall must pay for their meals. Other regulations include:

Resident students must present a valid CamCard to enter the Food Court in the dining hall.

Students having guests should instruct them to pay a cashier at the entrance to the Food Court.

Personal dishes and cups are not to be brought into the food court—please use the cups provided by the Dining Hall.

Foods may not be taken from the dining hall at any time without prior permission.

Guests may not be permitted in the dining hall for certain special meals due to the dining hall capicity.

Meal Prices for Guests

Breakfast	$3.15	Dinner	$4.20
Lunch	$3.80	Sun. Lunch	$4.20

Serving Hours

Breakfast

Mon.-Fri.	7:15 a.m. - 8:15 a.m.
Sat.-Sun.	8:30 a.m. - 9:30 a.m.

Continental Breakfast

Mon. Wed. Fri.	8:15 a.m. - 9:15 a.m.
Tues. Thurs.	8:15 a.m. - 9:30 a.m.

Lunch

Mon.-Fri.	11:00 a.m. - 1:15 p.m.
Sat.	11:30 a.m. - 1:00 p.m.
Sun.	11:30 a.m. - 1:15 p.m.

Dinner

Mon.-Thurs.	4:30 p.m. - 6:30 p.m.
Fri.-Sun.	4:30 p.m. - 6:00 p.m.

Use of Cafeteria Equipment

Punchbowls, ladles, coolers, and trays can be borrowed from the cafeteria. We request a two-day notice on what is to be used. The equipment can then be picked up between the hours of 9-10 a.m. or 2-4 p.m. each day.

A $10.00 deposit is required to handle any damage and the return of the equipment.

Thad O'Briant
Food Service Director
ext. 8377

FINANCIAL ASSISTANCE

THROUGH ITS STUDENT AID PROGRAM, MEREDITH SEEKS TO MEET THE financial need of each student. The Financial Assistance Office, which is located on the second floor of Johnson Hall, administers the program of scholarships, grants, loans, and campus jobs. Any student who feels she needs assistance in order to attend Meredith or who has questions about an award that has been received should consult the Financial Assistance Office. Both resident and commuter students are eligible to apply.

A student must file a Meredith aid application and a free application for Federal Student Aid (FAFSA) for each year she wishes to be consid-

ered for assistance. These forms, which are available in the Financial Assistance Office should be filed by February 15; awards are made April 30 and usually consist of a package of several types of aid.

A "Job Location and Development" service is also available in the Office of Scholarships and Financial Assistance. Assistance is provided to students seeking off-campus employment and is available to all students.

Elizabeth McDuffie,
Director of Scholarships and Financial Assistance
Ext. 8565

Carol Sanderson
Assistant Director of Scholarships and Financial Assistance
Ext. 8565

ASSISTANT FOR 1ST YEAR EXPERIENCE

COMMITTED TO THE SUCCESS OF EVERY FIRST YEAR STUDENT, THE Assistant for First Year Experience is available to assist with adjustment concerns, academic concerns and other personal needs. The office is located on the 2nd floor of Cate Center.

Kim Littlefield
Assistant Director of First Year Experience

HANDICAPPED STUDENT SERVICES

THE MEREDITH CAMPUS IS EQUIPPED WITH RAMPS TO ENTRANCES OF each residence hall as well as all classroom buildings. Housing is provided on first floors of the residence halls for easier mobility. Special concerns or requests for special services are to be directed to the Vice President for Student Development.

HEALTH SERVICES

THE CARROL HEALTH CENTER STAFF PROVIDES CLINICAL CARE FOR MINOR illnesses, health education, emergency care, health protection, and disease prevention services for students. Services are maintained under the direction of the Director of Health Services and the college physicians.

A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to matriculation. All health forms are due on the specified date on the

instruction sheet. All ocular and dental work should be either attended to before students enter or shceduled for vacations or holidays.

The Health Center opens at 7:00 a.m. on Monday and maintains 24-hour coverage by a registered nurse until Friday at 7:00 p.m. for the care of resident students. The college physicians are available in the Medical Clinic on Monday and Tuesday at 1:00 p.m. and Thursday and Friday at 8:30 a.m. Students must make an appointment to see the physician on the day of the clinic. Gynecological services are available to students on Wednesday from 9:00 a.m. until 2:00 p.m. for a nominal fee. Appointments must be made through the Health Center for this clinic.

On weekends, a nurse is on call (available for advice or referral by telephone) for emergencies. Check the Health Center schedule posted on each hall, or call the Health Center for recorded information for the name of the nurse on call and her telephone number.

Health fees, which are included in the residence fee, cover costs of physician and nursing services rendered in the Health Center. Special prescriptions, antiobiotics, X-rays, laboratory tests, the Gyn-Clinic, emergency room fees, and consultations with physicians off campus must be paid for by the student. A limited amount of over-the-counter medication is available to students without additional charge. Commuter students may pay the Health Center fee, $75.00 per semester for services.

Health Center rules are as follows:

Only minor illnesses and emergencies will be treated by the Health Services staff.

Major illnesses will be referred off campus or to family physicians.

The health services staff is responsible for the diagonosis, treatment of minor illness, and the maintenance of the health records.

All records are confidential information and are not a part of your permanent record at Meredith.

The notification of parents regarding illness of students is the responsibility of the Health Services staff.

Students in isolation for contagious diseases are not allowed to recieve visitors.

Students should call the nurse prior to coming to the health center after 7:00 p.m. All outside doors are locked for security measures.

In-patient services are available to students as deemed necessary by the physicians or nurses.

Other avenues of health care available to students are the private physicans, urgent care facilities, and the hospital emergency room. Students may leave school anytime to see their private physician or enter the hospital for care.

In the Health Center, you will find many brochures, magazines, and books on health issues such as nutrition, health maintenance, and disease. Scales and blood pressure apparatus, as well as video tapes and health software are available for student use in the Health Promotion Room.

Health Services Staff

Ruth Pearce, RN,C	Director of Health Services, ext. 8535
Melinda McLain, RN,C	Staff Nurse, ext. 8535
Loretta Pearson, RN	Staff Nurse, ext.8535
April Connell, MD	College Physician, ext. 8535
Sidney Martin, MD	College Physician, ext. 8535

IDENTIFICATION CARDS

(See CamCards)

INSURANCE

STUDENT ACCIDENT INSURANCE IS COVERED BY THE COLLEGE FOR ALL full-time students. If you desire the optional sickness coverage, you will need to complete the application form available in the Personnel office, and mail it and the fee prior to October 1. The Sickness Plan is not intended to be a substitute for normal major medical insurance.

LIBRARY SERVICES

THE CARLYLE CAMPBELL LIBRARY OFFERS MANY SERVICES AND RESOURCES to the students and faculty of Meredith. The basic collection of books, periodicals, microforms, and audio-visual materials is housed in the main library building. In addition, a collection of records and scores is found in the music library in Wainwright. (See "Music Library.")

Most library materials are loaned for a three-week period and may be renewed for an additional three weeks provided that they are not needed by another patron. The Meredith CamCard must be shown to checkout materials. Materials must be renewed in the library.

Reserve materials may be checked out from the Circulation Desk. Professors specify one of the following types of reserve:

Strict (in-library use only),

Regular (used in the library during the day and checked out overnight one hour before the library closes, or

Three-day (to be returned within a three-day period).

Reference books, periodicals, and videotapes do not circulate out of the library building.

Students are responsible for the payment of fines for overdue items, including reserve materials, and for replacement costs of lost items. The fine is ten cents per day per item, or eighty cents per day for reserve materials. If overdue fines are not paid when items are returned to the library, the charges are added to the student's account in the Accounting office.

Students who wish to use other academic libraries in Raleigh can obtain a Cooperating Raleigh Colleges (CRC) Interlibrary Loan Form from one of the librarians. This form will enable students to borrow materials at CRC libraries. Students enrolled at Meredith may use other libraries and their resources without the loan form, but no circulation will be allowed without the appropriate form and a Meredith ID.

The library staff is available to help students use the library effectively. Some services include: assistance in locating materials and information sources, designing research strategies for papers and projects, and instruction in the use of AV and microfilm equipment, and interlibrary loans.

Food and drinks are not to be brought into the library. Smoking is not allowed in the library.

Carlyle Campbell Library Hours

Mon.-Thurs.	7:45 a.m. -10:00 p.m.
Fri.	7:45 a.m. - 9:00 p.m.
Sat.	9:00 a.m. - 5:00 p.m.
Sun.	1:00 p.m. - 11:00 p.m.

The library is closed during convoation. Holiday and vacation hours will be posted.

MUSIC LIBRARY

The Music Library is located on the first floor of Wainwright Music Building. It houses a collection of records and scores and provides a variety of listening facilities.

Records may not be checked out of the Music Library; however, scores do circulate and are subject to the same loan period and overdue policies as materials checked out from the Carlyle Campbell Library.

Music Library Hours

Mon.-Thurs.	8:00 a.m. -11:00 p.m.
Fri.	8:00 a.m. - 6:00 p.m.
Sat.	12:00 noon - 4:00 p.m.
Sun.	3:00 p.m. - 9:00 p.m.

The Music Library is closed during convocation. Holidays and intersession hours will be posted.

LOST AND FOUND

Lost and found articles may be turned in to the Security Office.

POST OFFICE

The campus mail room is located on the first floor of Cate Center. Although it is not an official U.S. Post Office, stamps are available for purchase and packages that do not require special handling will be accepted. These services are available between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus.

Resident students are assigned a mail box number that corresponds to their room assignment; the number will change if a student moves to another room.

Student mail boxes have combination locks. Each student will be given her combination upon her arrival on campus. It is the student's responsibility to remember this combination. Mail room employees are not authorized to disclose combinations. If you lose your combination you may receive it only once more, without charge, during the school year. To request a lost combination, apply in writing to a campus mail

room employee. There will be a 24-hour waiting period before you receive your combination.

Student mail is put in mail boxes Monday through Saturday, except during student holidays, by 12:00 noon Any questions concerning arrival of mail should be directed to mail room employees after 12:00 p.m. Students who receive packages by U.S. Mail will receive a package slip telling them to come to the window to pick up the package. Students are required to bring their CamCard in order to receive the package.

UPS (United Parcel Service) packages are picked up in the Facilities Services Department, not in the campus mail room. Notification is placed in the student's mail box directing her to that department. The Facilities Services Department is located on the third floor of Johnson Hall.

Outgoing mail pick-up is 6:00 a.m. and 5:00 p.m.

The following example shows the proper format for a student mailing address:

Ms. Susie Student
308 Poteat Residence Hall
Meredith College
Raleigh, NC 27607-5298

SEMINARS

NUMEROUS SEMINARS ARE OFFERED THROUGHOUT THE YEAR BY THE STUDENT Development Division. Topics range from women's health issues to campus adjustment for new students. Call the Dean of Students Office for informations on topics, location and time of current seminars.

Carroll Health/Wellness Seminars — a wide range of topics concerning women's health issues and a wholistic approach to wellness. A video library on health issues is also available in the lobby of Carroll Health Center.

Personal Growth Seminars — offer students an opportunity to explore issues related to personal problems and concerns, as well as opportunities to expereince new challenges for growth, success and personal life-enrichment. Personal Growth Seminars are offered in the Personal Growth Center and in the residence halls.

Freshman Seminar — the seminar is designed to acquaint freshmen students with the many facets of college life. The seminar includes sessions designed for personal growth, intellectual stimulation, and adjustment to campus life.

Success Seminar — a seminar designed to promote academic success through enriched sessions dealing with study habits, faculty/student relations, writing papers, synthesizing material, taking examinations, and study habits in general. The seminar is offered in the fall semester only.

SNACK BAR

CAMPUS DINING SERVICES OPERATES A CAMPUS SNACK BAR ON THE SECOND FLOOR of Cate Center, where you can relax and dine in a casual atmosphere. The Snack Bar is open Monday through Thursday from 7:30 a.m. - 7:00 p.m. and until 4:00 p.m. on Fridays.

STUDENT SUPPLY STORE/(BOOK STORE)

THE STUDENT SUPPLY STORE LOCATED IN CATE CENTER CONTAINS ALL the necessary textbooks and supplies for academic courses. In addition, the Student Store carries a supply of personal toiletries and novelty items. The Supply Store also allows students to cash checks up to $50. The Student Supply Store is open Monday through Friday 8:00 a.m. to 5:00 p.m.

STUDENT ACTIVITIES

Office of Student Activities

MEREDITH AFFORDS STUDENTS MANY OPPORTUNITIES TO BECOME INVOLVED IN extracurricular activities. The Office of Student Activities assists the student in finding an area of service commensurate with interests and abilities. Theses areas include clubs within major departments, student publications, student government and other associations on campus. The Office assists in developing programs, locating funds for special projects, and helping with promotion of the activities.

The Office of Student Activities also affords the student an opportunity to participate in several self-development programs, and through leadership workshops, retreats and seminars, encourages the student to widen her own personal experience and knowledge. This office is available to assist in whatever way it can to make the student's extracurricular participation an integral part of her education experience at Meredith.

The Student Activities Calendar, listing student activities, is published on an annual basis through the Office of Student Activities as a service to the Meredith community.

The Student Activities Box Office, located in Cate Center, offers

numerous services to the Meredith Community. Information regarding campus activities, community activities, and many other services are available here.

Cheryl Jenkins
Associate Director of Student Activities
ext. 8338

Marge Keyes
Office Manager
ext. 8338

Student Activities Box Office
ext. 8338

CAMPUS CLUBS AND ORGANIZATIONS

THERE ARE APPROXIMATELY 77 ORGANIZATIONS AND CLUBS ON Meredith's campus offering a variety of opportunities for participation and leadership. There is an organization to meet every student's interest, i.e. academics, politics, honors, service, religion, and professional. See listing of clubs and organizations.

CONVOCATION, WORSHIP, STUDENT ASSEMBLY/MEETINGS—M.W.F.—10:00 A.M.

THE PERIOD FROM 10:00 TO 10:50 A.M. IS RESERVED FOR CONVOCATION, worship, Freshman Seminar and assemblies each week, Monday, Wednesday, and Friday. The weekly schedule is arranged as follows:

Convocations for the entire Meredith community are held at regular intervals throughout the year. As an integral part of the academic program, these convocations are planned to stimulate and add to the community's spiritual, intellectual and cultural enrichment. All students are expected to attend.

Services of worship are on Wednesdays. The community seeks to foster its purpose as a Christian institution by meeting together regularly for worship. All members of the college community are encouraged to attend.

Student assemblies convene on Fridays. They may be required as deemed necessary by the Executive Committee of the Student

Government Association. In the event that the student Senate deems a required SGA meeting necessary, they may require such a meeting.

CULTURAL OPPORTUNITIES

Campus Programs

Campus-sponsored cultural programs are generally open free of charge to Meredith students, as cultural opportunities are viewed as part of the total educational program.

Convocations — Schedules each month a speaker or other performance from various fields to offer a forum for spiritual, intellectual, cultural and social ideas.

Concert and Lecture Series — Brings outstanding artists, lecturers and performers to enhance the College's program.

Recitals — Presents Meredith students, faculty, and other performers in concert.

Art Exhibits — Offers student art majors and other artists the opportunity to display their works. Galleries are in Jones Hall, Johnson Hall, Cate Center, and Gaddy-Hamrick Art Building.

Symposia — Offered periodically to explore in-depth certain ideas and issues of concern to the college community.

INTRAMURALS

The Meredith Recreation Association (MRA) sponsors intramurals throughout the year to encourage participation by students in different sports such as basketball, volleyball, soccer, and flag football. The students organize their own teams and submit their team rosters and team names to MRA for final approval. MRA may present prizes to the winning teams. Gift certificates, awards, trophies, and special intramural t-shirts have been given in the past. Faculty and staff are also encouraged to participate, but are not eligible for points.

PERFORMING ARTS

Aqua Angles

For students interested in synchronized swimming, Meredith offers the opportunity to participate in the Aqua Angels, a synchronized swimming

group sponsored through the Department of Health, Physical Education, and Dance. The Aqua Angels perform throughout the year. Tryouts are held in early November.

DANCE/THEATRE GROUPS

Meredith Dance Theatre

Meredith Dance Theatre is a performing dance company which trains the dancers creatively and technically. The year is highlighted by guest residences, workshops, and performances. Participation in Meredith Dance Theatre is through auditions only, which are held the first week of the academic year. For further information contact Alyson Colwell, Dance Director.

Meredith Performs

Meredith Performs offers a season of music, dance, and theatre to Raleigh and the campus community. This performance series serves as the principal laboratory experience for students majoring in theatre. Volunteers also come from students, staff, faculty, and friends of the college. Extensive theatre experience is not required to work with Meredith Performs, but plan to make friends, learn, and have fun. Actors, singers, and dancers come to open auditions for main stage and studio productions. Backstage workers can stage manage, help with sets, properties, costumes and make-up, lighting and sound, the box office, or publicity. For performing or certain work associated with productions, one-hour credit may be earned by registering for a theatre practicum. See the theatre faculty or the department office for details.

MUSICAL GROUPS

Handbell Choir

Students with musical experience (with or without handbell experience) learn a variety of ringing techniques while rehearsing both sacred and secular repertoire for five octave sets. The choir performs one or two times each semester in worship services and as a part of other special programs. Rehearsals are held for two hours each week.

Meredith Chorale

The Meredith Chorale is the prestigious touring choral group which represents Meredith on an annual tour and on many other occasions in churches, schools, and concert halls. In addition, the Chorale sings for many major campus events. The group rehearses three hours per week. Membership is by audition.

Meredith Chorus
The Meredith Chorus is a large choral ensemble, open to all students who enjoy singing. It performs frequently—in chapel, in the annual Christmas concert, off campus for both church services and concerts, and at other campus events. Rehearsals are held for three hours each week. Membership is open, without audition, to all interested students, and all are welcome.

Meredith Ensemble
The Ensemble is a small hand-picked group of singers, who represent Meredith at dinners, club meetings, and other significant occasions, both on and off campus. The Ensemble performs frequently at these events. It rehearses three hours per week. Membership is by audition.

Orchestra
Students who play orchestral or band instruments are encouraged to audition for one of the community orchestras sponsored by Cooperating Raleigh Colleges and the Wake County Symphony Orchestra League. For information call the music office, ext. 8536.

RELIGIOUS ACTIVITIES

MEREDITH COLLEGE OFFERS OPPORTUNITIES FOR SPIRITUAL GROWTH TO its students as an integral part of the life of the campus. Many of those options are offered through the work of the campus minister and the Meedith Christian Association. Opportunities for worship, dialogue, "hands-on" ministry, lectures, retreats, conferences and more are available to the community.

In addition, the campus minister and the staff of the office are available to students for counseling or dialogue about personal and religious issues. Students are encouraged to come by the office to visit with the staff, to tour the chapel, and to inquire about programs being offered.

Also, as school opens each year, a number of students need assistance in locating a place to worship in the Raleigh community. Regardless of one's faith heritage, the campus minister is available to provide help to students as they seek out a faith community with which to affiliate. Students may call the office or stop by to talk about local congregations and how to arrange transportation.

INTERCOLLEGIATE SPORTS

MEREDITH OFFERS OPPORTUNITIES FOR PARTICIPATION ON THE FOLLOW-

ing intercollegiate teams: basketball, fast-pitch softball, soccer, tennis, and volleyball. Tennis, soccer and volleyball play in the fall, with practice beginning on the first class day. Basketball is played during the winter season, followed by softball and tennis in the spring. We encourage students who wish to play on an intercollegiate team to participate in one or more sports.

Students also have the option to participate as team managers, scorekeepers, or statisticians.

For further information, contact individual coachs or Dr. Marie Chamblee, the Athletic Director, in the Department of Health, Physical Education and Dance.

STUDENT GOVERNMENT

ALL MEREDITH STUDENTS ARE ENCOURAGED TO BECOME INVOLVED IN student government. Student involvement is crucial to the effective governance of the campus and is vital to the growth and educational process of the induvidual student. Each student has a voice in her government through participation in the election of officers, interaction with senators, and an open-communication policy with student government officers. Opportunities for student leadership and involvement are open to all students through campus elections and membership on numerous boards and committees.

Student Government Offices are located in Cate Center. The SGA office phone number is ext. 8601.

SECURITY AND EMERGENCY PROCEDURES

THE COLLEGE IS PATROLLED 24 HOURS A DAY BY COLLEGE SECURITY officers under the direction of Chief Dan Shattuck. Security guards use radio phones while patrolling the campus, investigating complaints, regulating traffic, controlling parking, and supervising the fire prevention program.

As an additional security measure, Meredith is closed to the public between 1 a.m. weeknights/2 a.m. weekends and 6 a.m. daily.

SECURITY—SHARED RESPONSIBILITY

ALTHOUGH THE COLLEGE TAKES SERIOUSLY THE NEED TO PROVIDE A CAMpus which is as safe as possible, it is extremely important that each student assume the responsibility for her own personal safety. No environment can be assumed to be totally safe, so each person must be constantly alert to her own safety and that of her fellow students.

CAMPUS EMERGENCY PROCEDURES

Monday-Friday
8:00 a.m. - 5:00 p.m.

Call Campus Security by dialing ext. 8524 on a campus phone, or

Call switchboard operator by dialing "0" on campus phone, or by dialing 829-8600 on a private phone line.

Notify the Residence Director of the student involved in the emergency.

Monday-Friday
5:00 p.m. - 8:00 a.m. and Weekends

Call Campus Security by dialing ext. 8524 on a campus phone. REMEMBER TO LET THE SECURITY PHONE RING AT LEAST FOUR RINGS.

Call Residence Director on duty. (Use beeper number 9-981-3576, if she cannot be reached at her extension.) Wait to hear 3

beeps, then DIAL the number where you may be reached. Hang up. Wait beside the phone until RD returns your call.

MEDICAL EMERGENCY PROCEDURES

Monday 7:00 a.m. - Friday 7:00 p.m.

Call the Carroll Health Center (ext. 8535) and make the nurse aware of the emergency. She will then determine and procure necessary care for the patient.

Friday 7:00 p.m. - Monday 7:00 a.m.

Call the nurse who is on call. Her name and number are listed in the schedule posted by each hall phone. If no answer, call Residence Director on duty or Security if needed.

If at any time you believe it is necessary to call the Rescue Squad before contacting the nurse, do so. Remember that any time the Rescue Squad is called, security needs to be notified so that they can direct the Rescue Squad to the emergency site.

The person receiving the services of the Rescue Squad will be responsible for all fees charged by this service.

FIRE DRILLS

PRIOR TO FIRE DRILL:

Residence Hall Board Chair

During the first week of school coordinate check of fire alarm equipment with the Office of the Associate Director of Residence Life and maintenance.

Designate the date and time for the drill (first drill must be held during the first two weeks of each semester) and announce it at the regular meeting of the Board.

Explain procedure to Residence Hall Presidents.

Inform security, RD on duty, nurse in the Health Center, and cafeteria manager (if drill is close to cafeteria hours) just prior to the fire drill.

Inform the Associate Director of Residence Life of the fire drill.

Designate outside evacuation meeting places for each hall to line up in single-file line.

Residence Hall Presidents

Conduct fire procedures training for Resident Assistants, fire marshals and Residence Directors.

Locate fire alarms for residence hall; know how to operate them and check to make sure they are working correctly (check with the Residence Hall Board Chair). Check fire extinguishers on each hall of the residence halls periodically to see that they are functional.

Inform Resident Director of the date and time of the drill.

Make sure Resident Assistants have chosen fire marshal suites.

Inform hall of designated outside evacuation meeting place for hall residents to line up in single file line.

In case of real fire:

If YOU discover the fire:

Activate nearest alarm.

Get out of building immediately if fire is threatening.

Call fire department -911 (9-911 on campus phone.)

Alert Security, Residence Director or switchboard.

If tiny fire—use fire extinguisher.
If large fire—leave to firemen.

Before leaving your room—Check doorknob to see if hot—if HOT, DO NOT OPEN—go to window and wait for firemen to rescue. DO NOT TRY TO JUMP OR CLIMB DOWN (with your door closed you are not in immediate danger).

If smoke is beginning to fill the hallway as you evacuate, grab something to help filter smoke. If you get caught in heavy smoke, crawl to nearest exit. (More people die from smoke

inhalation than from burns.)

If fire blocks your nearest exit, go immediately to next closest exit.

Meet Resident Assistant at evacuation meeting point.

During the fire drill:

Students

Close windows.

Turn off all lights except overhead.

Leave room door open.

Walk rapidly (do not run) out of the building. (The first person to reach the door should hold it open for others.)

Meet Resident Assistant at evacuation meeting place. Line up as directed.

Wait for signal to return.

Fire Marshal Suites

Take student list, pad and pencil.

Check rooms to make sure all students are out and make note of any locked doors.

Close windows and turn off overhead lights in each room.

Close doors to each room.

Go directly to Resident Assistant and report that all rooms are clear and give her the list of locked rooms.

Resident Assistants

Move quickly to evacuation meeting point.

Receive reports from Fire Marshals and account for all students on your hall.

Report to Residence Hall President evacuation times and problems (in real fire, i.e., possibility of students still in building,etc). Remain at the assigned position until Residence Hall President instructs you to return to the residence hall.

Residence Hall Presidents

Sound alarm at the designated time and move to designated evacuation meeting place.

Receive reports from Resident Assistants.

Relay any necessary information to Residence Directors/security/firemen.

(In fire drill, at the RHB Chair signal, de-activate alarm signaling end of drill.)

Residence Hall Board Chair

Record the time of each residence hall's departure.

Receive reports from Residence Hall Presidents regarding evacuation after the fire drill.

Keep careful records of all fire drills, and forward copies of these records to the Office of the Associate Director of Residence Life.

PLEASE NOTE: (Students should be aware that it is against the law to activate a fire alarm when there is no fire.)

THEFT OF PERSONAL PROPERTY

STUDENTS WHO EXPERIENCE A THEFT OR LOSS OF PERSONAL PROPERTY should alert security as soon as possible. Meredith is not responsible for the personal property of students. If a major loss occurs, the student may choose to call the Raleigh police for investigation.

TORNADO ALERT PROCEDURES

THE SECURITY OFFICE AND EACH RESIDENT DIRECTOR HAVE A WEATHER alert radio which emits an audible signal if the national weather bureau has issued a warning for our immediate area.

In the event of a tornado alert, students must follow the following procedures:

Go immediately to the first floor hallway.

Close all doors on first floor hallway.

Move as far away from outside openings as possible.

Sit down on hallway floor with head between your knees

Cover your head with your hands.

Remain in this position until danger is past.

Residents of the International House should move quickly to the first floor of Stringfield when weather is threatening. Residents must go immediately to Stringfield when/if requested.

TRADITIONS AND ANNUAL EVENTS

ALICE IN WONDERLAND

ONCE IN EVERY COLLEGE GENERATION THE FACULTY PRESENTS Lewis Carroll's "Alice in Wonderland" for the students. Students are hard-pressed to identify their elaborately costumed instructors who act out this literary fantasy. The next performance is scheduled for spring semester, 1996.

AWARDS PRESENTATIONS

EACH YEAR AS THE SPRING SEMESTER COMES TO A CLOSE, MEREDITH celebrates achievements of its outstanding young women at an annual Academic Awards Day Service. The following awards are presented:

Mae Grimmer Scholarship Award
Ida Poteat Scholarship Award
Alice & Daniel Satisky Scholarship Award
Penny-Harris Scholarship Award
Carolyn Peacock Poole Scholarship Award
Norma Rose Scholarship Award
Louise Shingleton Shivers Scholarship Award
Ruth Hubbel Award for Creative Writing
Marion Fisk Welch Scholarship Award
Elizabeth Avery Colton Award
Frankie G. Weems Award
Martha Nell Tucker Freshman Biology Award
John Yarborough Sophomore Biology Award
John Yarborough Junior Biology Award
CRC Press Freshman Chemistry Awards
Vallie Tilloston Nelson Freshman Mathematics Award
Ernest F. Canady Mathematics Scholarship Award
Outstanding Freshman/Sophomore in Mathematics and Computer Science Award
Outstanding Senior Mathematics & Computer Science Award
Home Economics Outstanding Senior Awards
Kappa Omicron Nu Award
Senior Writing Center Tutor Awards
Hall of Fame Awards in Business & Economics
Wall Street Journal Student Achievements Award

Lois E. Fraizer Academic Performance & Service Award
Outstanding Senior in Business & Economics Award
SNCAE Outstanding Future Teacher Award
WINGS Academic Award
Anne C. Dahle Re-Entry Scholarship Award
Ralph E. McLain Scholarship Award
Roger H. Crook Scholarship Award
Rebecca Jean Morris Lewis Scholarship Award
Ellen Amanda Rumley Scholarship Award
Founders Service Award
Outstanding Senior in Psychology Award
Award for Academic Excellence
Dix Community Service Award
Psi Award for Outstanding Contributions in Psychology
History & Politics Senior Scholarship Award
Sarah Lemmon Achievement Award
Phi Alpha Theta Freshman Achievement Award
Phi Alpha Theta Scholarship Award
Phi Alpha Theta Outstanding Member Award
Vick Travel Award
Class of '67 International Studies Scholarship Award
Department of Foreign Languages Travel Award
Outstanding Freshman in French Award
Outstanding Student of French Award
Pi Delta Phi Outstanding Student in French Award
Outstanding Student of German Award
Outstanding Student of Latin Award
Outstanding Student of Spanish Award
Sigma Delta Pi Outstanding Freshman in Spanish Award
Outstanding Freshman in Spanish
Outstanding Student in Art Award
Physical Education and Dance Departmental Award
Jerry E. McGee Theatre Scholarship Award
Upperclass Theatre Award
Theodore Presser Scholarship Award
Alpha Psi Omega Achievement in Theatre Award
Informative Speech Contest Awards
Persuasive Speech Contest Awards
Social Work Professional Development Award
Department of Helath, Physical Education and Dance Academic Excellence Award
Alpha Lambda Delta Maria Leonard Book Award

Alpha Lambda Delta Joanne J. Trow Undergraduate Award
1992-93 Rotary Scholar Recognition Award
Academic Excellence Award
Who's Who in American Colleges and Universities

Each year Meredith also recognizes the achievements of its outstanding athletes and performers at an annual Athletic/Performing Arts Banquet sponsored by the Health, Physical Education and Dance Department. All seniors who have participated for 2 or more years on an intercollegiate team, the Meredith Dance Theatre or Aqua Angels are recognized and presented with individual pewter mugs. Other awards are presented in the following sports and performance groups:

Tennis - most valuable player
Volleyball - most valuable player and outstanding performance
Basketball -Nancy Newlin Award (MVP) and Coaches Award
Softball - Gold Glove, Highest Batting Average and
Coaches Award
Aqua Angels - most spirited

The Office of Student Activities sponsors an annual "Leadership" Awards Day giving clubs and organizations the opportunity to recognize outstanding leadership among their members. The organizations giving awards include SGA, MRA, MCA, MEA, ABA, RHB, the four classes, Meredith Herald, Oakleaves, Acorn, Astros, Phis, Publications Board, Senate, MIA, Commuters, WINGS, Student Foundation, and Student Advisors.

BIG SISTER - LITTLE SISTER CLASSES

The purpose of the Big Sister - Little Sister Program is to form lasting relationships that help the underclass students adjust to college life. Every freshman is assigned a junior to be her "big sister" until their upperclass student graduates. Throughout the year "Sister classes" participate in a variety of social events such as ice cream socials, skating parties, pizza parties, and class serenades. The culmination of the two classes' years together is Class Day on which the members of the sophomore class honor their big sisters. (See also Odd and Even Classes and Class Day Activities).

BLACK EMPHASIS MONTH

The views and interests of America's and Meredith's African-American community are highlighted during this celebration which is held

during Black History Month. The Meredith student group, Association for Black Awareness, sponsors the month's activities which include events focused on African-American awareness and history.

BONFIRE

After the senior picnic, on one night of the week preceding Commencement Week, at a grudge bonfire, each senior burns any article she has most disliked at Meredith. Her memories of Meredith are, as a result, suppose to be only pleasant ones.

CLASS COLORS

The colors of all odd classes are blue and white until their junior year when they adopt rainbow colors. Leap year classes colors are purple and gold. Even classes use green and white.

CLASS DAY ACTIVITIES

Sophomores honor their senior big sisters and the seniors highlight their college years during the Saturday of Commencement Week.

The little sisters spend the morning constructing two 60-70 foot daisy chains to be used for the afternoon's Class Day exercises in the amphitheater. The white-clad sophomores hold two daisy chains and sing as their sister class marches through the chains. Class Historians recall and depict key events of the four years at Meredith. The sophomore and graduated sister classes sing traditional songs to the seniors. The members of the odd classes wear black gloves on their left hands and give their little sisters (wish) bones to wish them luck. The even classes give their little sisters bags of sticks and stones to protect them from the Odd Spirits' bones.

At the conclusion of Class Day, the chains are placed on the island to form the class numerals of the graduating class. The seniors then go onto the island, form a circle, and elect their permanent class officers.

COLLEGE COLORS

The Meredith College official colors are maroon and white.

COLLEGE FLOWER

The Meredith College official flower is the iris.

CORNHUSKIN'

In the fall, each class presents for competition a word parade, a tall tale and a hog-calling skit, all of which are related thematically. The four classes are judged on these performances as well as on apple-bobbing and cornhuskin'. Re-entry students and faculty also participate in the night of fun. All of these activities comprise the official Cornhuskin' festivities. This activity is sponsored by Meredith Recreation Association and occurs on the first Thursday in November.

NOTE: Violations of College policies and rules due to excessive enthusiam are not acceptable and judicial action will be taken.

THE CROOK

Each spring the seniors hide a wooden crook from the juniors. The juniors, aided by enigmatic clues, search the campus one week for this stick and only very rarely find it.

If the crook is found, it is brought into Class Day with a black ribbon. If it is not found, the crook is brought into Class Day with a ribbon of the Senior class colors.

The event was begun in 1906 when the crook was presented by an instructor to the seniors. This elaborate hide-and-seek has been staged annually since it was revived in 1929.

FOUNDER'S DAY

Each year a day is set aside for Meredith to honor its past. Founder's Day is marked by a convocation address, and a wreath-laying ceremony at the on-campus memorial to Thomas Meredith, the College's namesake.

MEREDITH MASCOT

Spring semester of 1980, the Student Government Association Executive Committee launched a campaign to establish the Angel as the official Meredith Mascot. The design created by Teresa Parker, a 1980 graduate, was selected by the student body to become the Meredith Mascot.

ODD AND EVEN CLASSES

The four classes are divided into odd-numbered and even-numbered years. "Them Bones" is the song of the odd-numbered year and "Hail to the Even Spirit" is the song of the even-numbered year. On Class Day, the members of the odd classes wear black gloves on their left hands and give their little sisters chicken bones to wish them luck. The even classes give their little sisters bags of sticks and stones "to protect them from the Odd Spirit's bones."

RELIGIOUS EMPHASIS WEEK (REW)

Meredith Christian Association (MCA) annually sponsors a week dedicated to an aspect of Christian involvement and spiritual life. A visiting lecturer is invited to pursue a theme related to these interests in a series of lectures or programs. The week may also include a musical performance or other special worship events.

RUSH

During the second semester, the Astrotekton and Philaretian Service Clubs have a Rush Week. Various social activities are held during the week to introduce the service projects which are sponsored by the organizations.

STUNT

The Meredith Recreation Association (MRA) has sponsored this event of dramatic class rivalry since 1915. The purpose of Stunt is to promote class unity through class competition, creativity, and fun. Points are awarded for each event and are used in determining the overall winner of Stunt. Recent events in Stunt have included Halo Chase, tug of war, lip sync, egg toss, sponge toss, and a three-legged race.

FROM THE SGA PRESIDENT

Kelly Formy-Duval

When you were born, along with a pink baby rattle and a bundle of kisses, you were given an imaginary, untouched book into which the endeavors of your life were to be recorded. For the past eighteen, thirty, or fifty years, you have been hard at work filling your book with memories that you hold dear to your heart. Now that you have begun Meredith, you have begun the most exciting and challenging chapter of your life; a chapter that you will glance back upon with smiles, tears, and laughter. The chapter may very well determine many that will follow, so make this the best chapter in the book of your life. You can do this by taking advantage of all the opportunities that Meredith and her community places at your feet.

You want to make sure that Meredith College's academic excellence plays a huge role in this chapter of your life, for its one that will educate you on every aspect of life. Be sure to expand your knowledge by not only taking courses that are familiar to you, but also taking courses that are unfamiliar to you. This will make you a well rounded person who can relate with any subject. Take advantage of Meredith's abroad programs; no book can teach you the experience of traveling and interacting with different cultures. Be sure to see what other Raleigh colleges and universities offer and pick up a class or two. When determining your major, remember that your possibilities are numerous, and that your professors and academic advisiors will always be there for you.

Another experience that you may want to include is that of campus organizations and activities. We have around seventy organizations including the Student Government Association, Publications, Programming Associations, Service Organizations, Class Council,

Departmental Clubs, Honor Societies, and Religious Organizations. Find your main interests, then get involved and demonstrate your self-governance and leadership skills daily.

Lastly let Meredith's community be a gigantic role in your Meredith experience. Stay committed to the Honor Code out of respect for yourself, your peers, and your college. Get involved with what is going on at Meredith, be it Student Government issues (forums and policies), class oriented activities (Cornhuskin' and Big/Lil Sis), or performances from outside groups (Pops in the Park and various plays). Also, do not deny yourself the opportunities that the city of Raleigh offers. Get an internship with a company in the triangle, attend a play at the Civic Center, or explore the North Carolina Museum of Science.

Start writing the best chapter of your life NOW. Make your four years at Meredith College the most rewarding years ever, and be sure that you graduate from Meredith the assertive and confident woman that Meredith will teach you to be!

—Kelly Formy-Duval

CAMPUS ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

As early as 1905 Meredith took an important step foward when it introduced student government, apparently the first college in the state to do so, and one of the first in the South (Mary Lynch Johnson, *A History of Meredith College.*) Since that time Meredith students have enjoyed an unusual amount and variety of input into the shaping of the policies, philosophy, and tradition of the college.

An executive branch, legislative branch and judicial branch comprise the basic structure of the current Student Government Association, with numerous boards and committees completing the structure. Students are elected to office through elections held early in the spring semester. Workshops and training sessions are held throughout the spring and fall to enhance the leadership ability and organizational skills of the newly elected officers.

The purpose of the association shall be to promote, in cooperation with the administration, the general welfare of the student body; to enact and enforce regulations of the association; to uphold the high ideals of the College; to promote interest in campus affairs; and to supervise all student activities as a whole.

Student Government Elections

Elections for upperclass officers are held each year in the spring. The freshman class holds its elections as soon as possible after arriving on campus in the fall. All freshmen are eligible to run for a class office in their first semester. The elections schedule is printed in the Student Activities Calendar.

Eligibiltiy for Office

Rising sophomores must have a 2.0 overall grade point average to file for office, while rising juniors and seniors must have a 2.25 overall grade point average. A student who has been given a reprimand or probation by the Honor Council may not file for office.

A student who does not maintain her designated grade point average will be asked to give up her office and will be replaced with an appointment made by the SGA President.

MAJOR STUDENT ASSOCIATIONS AND ORGANIZATIONS

Association for Black Awareness (ABA)

The major purpose of the Association for Black Awareness is to provide a medium for African American cultural awareness on campus. The Association exists to help the African-American student in developing a better understanding of her being in relation to others and to create a better understanding of the African-American place and heritage within the Meredith community. The Association is involved in various activities during the year. Some activities are the Martin Luther King, Jr. Birthday Celebration, and Black Emphasis Month (BEM). Membership and participation within the organization is open to anyone in the Meredith community.

Association of Meredith Commuters

Bimonthly meetings of the Association offer a valuable source for receiving information and often feature guest speakers from the area. The Association also sponsors a Holiday Luncheon and the annual Commuter Spring Graduate Luncheon. Participation in all campus activities is encouraged and certainly welcomed. Commuter students should consult the Cate Center Box Office and the Student Activities Office for information and concerns regarding campus activities.

Meredith Christian Association (MCA)

The purposes of the Meredith Christian Association are as follows: to provide individuals with various means for exploring the full implications of Christian commmitment; to nurture Christians to a mature, growing faith; to recognize and attempt to meet the spiritual needs of students, faculty, staff and administration; and to help meet needs in the wider community through service projects and participation in local church ministries.

Opportunities for involvement in the interaction with the Raleigh community include programs such as Project H.O.P.E. (the Women's Correctional Center), Visually Impaired of Raleigh, and Special Olympics.

On-campus involvement for growth and fellowship includes weekly MCA fellowships (Unwinding), study and growth groups, off-campus conferences, and summer mission opportunities.

The MCA encourages each student to become acquainted with Raleigh area churches and to become involved in their college programs.

All students are encouraged to participate in the activities of the Meredith Christian Assocaition.

Meredith Entertainment Association (MEA)
The Meredith Entertainment Association seeks to coordinate special activities for the entire college community. MEA provides various entertainment on and off campus. For example, MEA sponsors the White Iris Ball, Spring Fling, mixers, comedy nights, movies and more! Resident and commuter students, faculty, staff and friends of the College are invited to participate in MEA programs. Persons interested in working with MEA to plan and implement programs are welcomed at MEA meetings held throughout the year.

Every student is a member of the Meredith Entertainment Association.

Meredith International Association (MIA)
The purpose of the Meredith International Association is to share knowledge and understanding of different cultures within the Meredith community, to promote interest in other cultures, as well as to explore cultural values and social and political issues through interaction with other students, faculty, administration, and community groups. To facilitate this, the members of the association sponsor a worship service during United Nations Week and prepare and serve an international luncheon for the Meredith faculty.

Meredith Recreation Association (MRA)
The Meredith Recreation Association provides co-curricular recreation activities for the entire college community. Some of these activities include: intramural sports, Cornhuskin', STUNT, Little Friends Weekend, aerobics, and Explorers. Persons interested in working with MRA are encouraged to contact an MRA officer or attend an MRA meeting. Every student is a member of MRA.

Residence Hall Board (RHB)
The Residence Hall Board is composed of an executive committee and the Resident Assistants. Residence Directors attend as resource persons and serve as advisors to each residence hall council. The executive committee consists of the chair of the board, the vice chair, the secretary, the treasurer, and the seven residence hall presidents. The purpose of RHB is to assist the Residence Life Staff in the creation of a positive living experience and environment for all resident students through governance, programming and community development.

WINGS

WINGS, Women In New Goal Settings, is an organization of and for the Meredith students over the age of 22 and any others who may feel that their situation and needs are similar to those of older students. It was formally chartered in March of 1983. The purpose of WINGS is to provide support, information, and fellowship to these Meredith students and to make their special needs known. Meetings are usually held each month. Dates and locations are posted on the WINGS bulletin board located on the second floor of Cate Center near the Snack Bar.

CAMPUS CLUBS, BOARDS AND PUBLICATIONS

Clubs

PARTICIPATION IN A VARIETY OF CLUBS IS POSSIBLE AT MEREDITH. Membership in some of these clubs is open to all interested students. In others, it is restricted to those students who take certain subjects. No student is allowed to belong to more than three departmental clubs.

Accounting Association
Acorn
Alpha Lambda Delta
Alpha Psi Omega
American Home Economics Association
Astrotekton Service Club
Barber Science Club
Beta Beta Beta
Canaday Math & Computer Science Club
College Democrats
College Republicans
Collegiate Music Educators National Conference
Colton English Club
Delta Mu Delta
Extra Theatre Club
Foods & Nutrition
Freeman Religion Club
Helen Turlington Social Work Club
History & Politics Club
IBD Student Design Club
Jr. Woman's Club
Kappa Nu Sigma
Kappa Omicron Nu
La Tertulia Spanish Club
Latter-Day Saint Student Association

Le Cercle Francais
Mae Grimmer Granddaughters' Club
Meredith Association for the Education of Young Children
Meredith Video Club
Phi Alpha Theta
Philatetian Service Society
Pi Delta Phi
Pi Kappa Lambda
Pi Mu Epsilon
Pi Sigma Epsilon
Pre-Ministry Group
Psi Chi
Physochology Club
Society for Human Resource Management
Sigma Alpha Iota
Sigma Delta Pi
Silver Shield
Student NC Association of Educators
Sociology Club
Tomorrow's Business Women
Watkins Communication Club

Refer to the Student Activities Calendar for a description of the clubs and list of officers.

PUBLICATIONS AND BOARDS

The Acorn

The Acorn is the student literary magazine. It is a magazine of creative poetry, prose, and art that aims to encourage students to produce quality work. Published once yearly and distributed free of charge, the Acorn accepts submissions from the student body as well as from the faculty and staff.

The Meredith Herald

The *Meredith Herald*, the weekly student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. It is the medium that allows for total campus involvement through news covreage, letters to the editor, editorials, features, cartoons, or special columns. As readers and as contributers, all members of the Meredith community have both the privilege and the responsibility to contribute to the success of the paper.

Oak Leaves

From the beginning to the end, the college yearbook, Oak Leaves, strives to capture the best memories of each of your years at Meredith. In the book, college studies, community living, and activities are portrayed to the fullest. The Oak Leaves shows the beauty of the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year.

Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Students who are not full-time both semesters must pay for a yearbook. Seniors are responsible for having yearbooks mailed to them the fall semester following graduation, or for picking it up at the College before the fall semester ends. Photographers are scheduled by the yearbook staff to photograph students, but it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide additional information.

BOARDS AND COUNCILS

Class Council
Interfaith Council (in development process)
Programming Board (in development process)
Publications Board
Service Council

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

WE, THE STUDENTS OF MEREDITH COLLEGE, ORGANIZED as the Student Government Association, desiring to improve the college for present and future students, faculty, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

ARTICLE I - NAME.

THE ASSOCIATION SHALL BE CALLED THE STUDENT GOVERNMENT Association of Meredith College.

ARTICLE II - PURPOSE.

THE PURPOSE OF THIS ASSOCIATION SHALL BE TO ENSURE, IN COOPERAtion with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison among students, alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

ARTICLE III - AUTHORITY.

THE STUDENTS HAVE FREEDOM IN SHAPING THE POLICIES AND REGULAtions for student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the President of the College under authorization by the Board of Trustees.

ARTICLE IV - MEMBERSHIP AND RESPONSIBILITY.

Section 1. Membership.

Upon registration at Meredith, all students working toward a degree shall become members of the Student Government Association.

Section 2. Responsibility.

Each student upon coming to Meredith accepts college citizenship involving self-government under the honor code, which, as defined by the Student Government Association, means that:

A. Each student is expected to be honest and truthful at all times.

B. Each student is personally responsible for her own conduct, for her obligation to the college community, and for informing herself of and abiding by the college regulations. If a student breaks a regulation, she is expected to correct her offense by reporting herself to the proper authority: in an academic matter, to the instructor concerned; and in a student government matter, to the solicitor general of the Honor Council.

C. Each student is responsible for seeing that the honor code is carried out at all times. If she is aware of a violation by another student, she should call this matter to the attention of that student as a violation of her responsibility to the community.

Section 3. Statement of Responsibilities.

Early in her first semester each student shall sign a statement concerning her responsibilities as a member of the Student Government Association.

ARTICLE V - ORGANIZATION.

THERE SHALL BE A SGA EXECUTIVE COMMITTEE, A SENATE, AN HONOR Council, a Student Life Committee, an Elections Board, an Association of Meredith Commuters, a Residence Hall Board, and Women in New Goal Settings.

ARTICLE VI - OFFICERS AND THEIR DUTIES.

Section 1. Officers.

The officers of the association shall consist of a president, vice-president, a secretary, a treasurer, a member-at-large, the Honor Council Chair, the Student Life Committee Chair, the Elections Board Chair, the Residence Hall Board Chair, the Association of Meredith Commuters President, and the Women In New Goal Settings President.

Section 2. Selection Committee.
It shall be the function of the selection committee to select through an application/interview process all student government offices not filled during campus-wide elections and all student representatives to Meredith College committees. The selection committee shall be comprised of the current Student Government Association President, the newly elected student Government Association President, the current Student Government Association Vice-President, the person who currently holds the office being appointed and the Student Government Association Executive Committee Adviser.

Section 3. Duties of the Officers.

A. President.
It shall be the duty of the president to preside over all meetings of the association, to preside over all meetings of the SGA Executive Committee, to attend meetings of the Board of Trustees upon invitation, to attend meetings of the faculty upon invitation, to review the minutes of the non-executive branches of the association, to appoint a parliamentarian if she so chooses, and to perform other duties that may fall upon her as president of the association.

B. Vice President/Senate Chair.
It shall be the duty of the vice president to preside over all meetings of the Senate, to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Committee in the absence of the president, and to assume all other powers and duties delegated by the president of the association. A vacancy which occurs in the office of the president shall be filled by the vice president.

C. Secretary.
It shall be the duty of the secretary to record and distribute minutes to members of the executive committee, the advisor of the committee, the Vice-President for Student Development, and the President of the College. The secretary shall also be responsible for all correspondence of the executive committee. The secretary shall be responsible for receiving minutes from student representatives on faculty committees. The secretary shall perform other duties as necessary.

D. Treasurer.
It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the association except those SGA branches which have their own designated treasurers, to submit the records to the Associate Director of Student Activities for an annual audit, to serve as a member of the executive committee, and to perform other duties as necessary.

E. SGA Member-at-Large.
It shall be the duty of the member-at-large to submit articles to the Meredith Herald when deemed necessary by the executive committee and to perform other duties as necessary. She shall be appointed from the freshman class at the beginning of the fall semester.

F. Honor Council Chair.
It shall be the duty of the Honor Council Chair to preside over all meetings of the Honor Council and to perform other duties as necessary.

G. Student Life Committee Chair.
It shall be the duty of the Student Life Chair to preside over all meetings of the Student Life Committee and to perform other duties as necessary.

H. Elections Board Chair.
It shall be the duty of the Elections Board Chair to preside over all meetings of the Elections Board and to perform other duties as necessary.

I. Residence Hall Board Chair.
It shall be the duty of the Residence Hall Board Chair to preside over all meetings of the Residence Hall Board, to represent resident students, and to perform other duties as necessary.

J. Association of Meredith Commuters President.
It shall be the duty of the Association of Meredith Commuters President to preside over all meetings of the commuter students, to represent traditional-age commuter students, and to perform other duties as necessary.

K. Women In New Goal Settings President.
It shall be the duty of the Women in New Goal Settings President to preside over all meetings of the re-entry students, to represent re-entry students, and to perform other duties as necessary.

ARTICLE VII - STUDENT REPRESENTATIVES TO COLLEGE COMMITTEES.

Section 1. Selections.

Students shall be recommended to the academic dean to be appointed to the following college committees: Admissions, Convocation, Curriculum, Honors, Instruction, International Studies, Library, Teacher Education, and Food Service. Recommendations shall be made by the selection committee in consultation with the academic dean during the latter part of the spring semester.

Section 2. Duties.

It shall be the duty of all student representatives to attend all meetings of their respective committees and to send the minutes to the SGA Secretary within one week of the meeting.

ARTICLE VIII - STUDENT GOVERNMENT EXECUTIVE COMMITTEE.

Section 1. Function.

A. It shall be the function of the executive committee to serve as the executive branch of the association. The executive committee shall put into effect such changes in the constitution and the regulations of the association, in consultation with the individual branches, as have been approved by Senate, the Vice-President for Student Development, and the President of the College.

B. It shall be the function of the executive committee to act as the coordinating body by keeping itself informed of legislative proposals and judicial decisions. The executive committee shall receive and investigate grievances, discuss overall policy including problems arising within the association, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.

C. It shall be the function of the executive committee to educate the student body concerning the form, function, and regulations of the Student Government Association.

D. If deemed necessary, upon request from the president/chair or advisor of an organization, it will be the function of the SGA Executive Committee to require the holder of any campus office who has not performed her duties as outlined in her constitution or job description to withdraw from that elected campus office. The SGA Executive Committee may call a hearing while considering a matter of this nature. When voting on a matter of this nature, the Executive Committee must have quorum, and the vote must be unamious.

Section 2. Membership.
The SGA Executive Committee shall consist of the SGA President, SGA Vice-President, SGA Secretary, SGA Treasurer, SGA Member-at-Large, Honor Council Chair, Student Life Chair, Elections Board Chair, Residence Hall Board Chair, Association of Meredith Commuters President, and Women In New Goal Settings President.

Section 3. Meetings.
The executive committee shall meet regularly to consider the business of that body. During the year there may be joint meetings with any branch of the association as a place where the executive committee can go to obtain more student input as the need arises.

Section 4. Quorum.
Two-thirds of the members of the executive committee shall constitute a quorum.

Section 5. Advisor.
The Associate Director of Student Activities shall serve as advisor.

ARTICLE IX - AMENDMENTS

AMENDMENTS TO THE SGA CONSTITUTION MAY BE PROPOSED BY ANY member of the Meredith community to the SGA Executive Committee. Amendments must be approved by a two-thirds majority vote of the SGA Executive Committee, a two-thirds majority vote of the Senate, and approval by the Vice President for Student Development and the President of the College.

ARTICLE X - SENATE.
Section 1. Name.
The name of this organization shall be Senate.

Section 2. Purpose.
It shall be the purpose of the Senate to recommend changes in the constitution and in the regulations of the Student Government Association, to review present and proposed organizational constitutions, and to approve or reject any legislation/regulation change.

Section 3. Function.

A. It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the Student Government Association.

B. It shall be the function of the Senate to review organizational constitutions and to receive proposals of new organizations. Organization constitution proposals and changes will undergo two readings by the Senate. These readings should take place within two consecutive meetings of the Senate unless given prior approval by the Senate Chair. Passage of any constitution proposals or changes requires a quorum vote.

C. It shall be the function of the Senate to consider legislation/regulation changes and organizational constitution changes proposed to the Senate by:

a. a Senator,
b. the Student Life Committee,
c. any student, or
d. the SGA Executive Committee.

After passage by the Senate, legislation/regulation changes and constitution changes will be referred to the appropriate college vice-president for approval.

D. It shall be the function of the Senate to require a meeting of the Student Government Association when deemed necessary.

E. It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Committee.

F. It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (where a minimum of 25% of the student body constitutes a quorum and where a two-

thirds majority can override a Senate's refusal of a legislative proposal). If the refusal is overridden by the student body, the proposal must be referred to the appropriate college vice-president for approval.

G. It shall be the function of the Senate to revoke any constitution of an organization which has not been active for three years or more or of an organization which violates Meredith's policies as stated in the student handbook. Senate may call a hearing while considering whether or not to revoke any organization's constitution. If the offense violates the Honor Code, the hearing will take place in Honor Council.

Section 4. Membership.

A. Voting Members.

Three senators elected from each class by the class, two commuter senators elected by the Association of Meredith Commuters, one re-entry representative elected by WINGS, and one faculty member appointed by the Dean of the College.

B. Non-Voting Members.

The chair (who shall vote only in case of a tie), the secretary, and the Associate Director of Student Activities or her designee, who shall serve as an advisor. The advisor may not be one of the Vice-Presidents or Deans of the College. The two-year terms of the faculty representative and the advisor shall be on a rotating basis.

Section 5. Duties of the Officers.

A. Chairperson.

It shall be the duty of the chairperson of the Senate to serve as Executive Vice-President of the Student Government Association; to preside over all meetings of Senate; to serve as a non-voting member and to vote in the case of a tie; to call any meetings she may deem necessary; and to appoint committees as needed so that all senators share equal responsibility.

B. Secretary.

It shall be the duty of the secretary to record the proceedings of the meetings of the Senate and to submit these minutes to all members of Senate, the SGA President, the Student Life Chairperson, and to the Vice-President for Student

Development; to serve as a non-voting member; to record changes concerning the student handbook and to forward those changes to the Office of the Vice President for Student Development. The Senate Secretary shall be appointed by the SGA Executive Committee. The selection shall be made from the rising sophomore, junior, or senior classes through an application/interview process. The secretary shall also be in charge of appointing a senator to submit an article to the Meredith Herald when deemed necessary by the majority of the Senate.

Section 6. Duties of the Members.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Senate.

B. It shall be the duty of each member to serve on subcommittees appointed by the chair.

C. It shall be the duty of each member to communicate the activities of Senate with her constituents at their meetings.

Section 7. Attendance.

Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, she will be relieved of her position by a letter from the Senate chairperson. This attendance policy shall apply only to regularly scheduled meetings.

Section 8. Meetings.

The Senate shall meet on the first and third Tuesday of each month. The Senate shall hold special meetings when deemed necessary by the chair.

Section 9. Quorum.

Two-thirds of the voting members shall constitute a quorum.

ARTICLE XI - HONOR COUNCIL.

Section 1. Name.

The name of this organization shall be Honor Council.

Section 2. Purpose.

The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

Section 3. Function.

A. It shall be the function of the Honor Council to operate under the premise that the accused is innocent until proven guilty through clear and convincing evidence.

B. It shall be the function of the Honor Council to render a verdict and to impose penalties which may withdraw privileges from any member of the association who has violated the Honor

Code. The penalties of suspension and expulsion shall be subject to the approval of the President of the College.

C. It shall be the function of the Honor Council to request that any member of the Student Government Association appear before the board at the hearing of a case to give pertinent information. These witnesses shall have no vote.

D. It shall be the function of the Honor Council, upon unanimous vote of the Quorum Bench, to require the holder of any campus office who has been convicted of an Honor Council offense to withdraw from that office.

Section 4. Membership of Honor Council.

A. Voting Members.

Two representatives elected from the freshman, sophomore, junior, and senior classes; two representatives elected from the traditional age commuter student population to hear cases involving commuter students; two representatives elected from WINGS to hear cases involving WINGS students; and four faculty members appointed for two-year, overlapping terms by the academic dean.

B. Non-voting Members.

Chair (who will cast the deciding vote in the event of a tie), support counselor, solicitor general, secretary, and the Vice-President for Student Development who shall serve as the administrative advisor. If the vice-president chooses to appoint a designee, the designee will work closely with the vice-president and will attend all meetings of Honor Council. If appointed, the designee shall serve as the advisor for the whole year.

C. **The minimum number** of board members present at any hearing will be ten and will constitute a quorum. These shall include the chair, the secretary, the solicitor general, and support counselor, and the advisor as non-voting members, and five voting members comprised of four student representatives and one faculty member, all to be scheduled for rotating duty by the chair.

Section 5. Duties of the Officers.

A. Chairperson.

It shall be the duty of the chair to preside over all the meetings, to serve as a non-voting member, and to call necessary meetings of the board. The chair shall meet with the advisor on a regular basis. She shall serve as a member of the SGA Executive Committee and the Review Board. If the chair is unable to be at a meeting, she shall appoint, after consultation with the advisor, a voting member to preside over the meeting in her absence.

B. Secretary.

It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. The secretary shall also submit written decisions of the council to the advisor, the Vice President for Student Development, the solicitor general, the support counselor, and the chair. The secretary assists with all Honor Council correspondence and the distribution of council minutes. The secretary shall also inform the council members of upcoming cases.

C. Solicitor General.

It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to prosecute, to formulate charges after consultation with the advisor (if need be), to prosecute charges, and to inform the accused of her rights upon the reception of the complaint.

D. Support Counselor.

It shall be the duty of the support counselor to obtain and handle facts of the accused's case after notification by the solicitor general that a summons has been served; to make available to the solicitor general the facts, evidence, testimony, and names of witnesses in order to create an accurate and balanced presenta-

tion; and to support the accused in the trial and in meetings with the Solicitor General as she collects testimony.

E. **It shall be the duty** of the current officers in consultation with the advisor to fill any vacancies which should occur.

Section 6. Appointment Committee.
It shall be the function of the appointment committee to select through application process the solicitor general, support counselor, and the secretary. The committee shall be comprised of the current chair, the newly elected chair, the current solicitor general, the current support counselor, and the advisor. Appointments shall be made during the week following campus-wide elections.

Section 7. Meetings.
The Honor Council shall meet regularly to consider the business of that body. When a case is being considered, the Honor Council shall meet to hear and evaluate the evidence, render a verdict, and impose a penalty if merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor Council composed of the new or retiring chair or her designee, one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer Residence Director, and the advisor shall hear cases occurring after the final day of classes of the spring semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

Section 8. Review Board.

A. Appeals from Honor Council.
From any determination of a violation and imposition of a penalty by the Honor Council, with the exception of cases involving automatic penalties, the student charged may appeal to the Review Board.

B. Membership and Organization.
The Review Board consists of five students elected annually by the student body during campus wide elections and two faculty members appointed for three-year, overlapping terms, all scheduled for rotating duty by the chair. The Honor Council Chair or her designee shall serve as a non-voting member; the Vice-

President for Student Development shall serve as a non-voting member and as the advisor. A chair and secretary shall be selected from among the student members through an interview process with a committee comprised of the Honor Council Chair, solicitor general, support counselor, and the advisor. Any vacancies in the board shall be filled through the appointment and interview committee process. The actual number of Review Board members present at any appeals hearing may be nine. The Honor Council Chair and the advisor shall serve as non-voting members.

C. Quorum.
Three student members, one faculty member, the Vice-President for Student Development, the Honor Council Chair or her designee, the solicitor general, and the support counselor shall constitute a quorum bench of the Review Board.

ARTICLE XII - STUDENT LIFE COMMITTEE.

Section 1. Name.
The name of this organization shall be the Student Life Committee.

Section 2. Purpose.
The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

Section 3. Function.

A. It shall be the function of the Student Life Committee to serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life.

B. It shall be the function of the Student Life Committee to create focus groups and/or subcommittees composed of members of the Meredith community that will study issues related to student life.

C. It shall be the function of the Student Life Committee to promote, aid, and/or conduct any research and planning necessary to meet the changing needs of the Meredith community.

D. It shall be the function of the Student Life Committee to originate legislation and/or regulation change which will require

approval of the Senate. It shall be the function of the Student Life Committee to originate amendments to the SGA Constitution in the form of legislation that will require Senate approval.

E. It shall be the function of the Student Life Committee to operate the SGA suggestion box.

Section 4. Membership.

A. Voting Members.

Three Student Life members elected from each class by the class; one international student elected by MIA to represent international students; one African-American student elected by ABA to represent African-American students; one commuter student elected by AMC to represent commuter students; one re-entry student elected by WINGS to represent re-entry students; the Associate Director of Student Activities or her designee; one Residence Director appointed to serve for a two-year term by the Associate Director of Residence Life; one faculty member appointed to serve for a two-year term by the Dean of the College. The international, African-American, commuter, and re-entry representatives may not be the officers of their electing organizations.

B. Non-voting Members.

The chairperson of the Student Life Committee (who shall vote only to break a tie); the secretary; and the advisor shall serve as non-voting members.

Section 5. Duties of Members.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Student Life Committee.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which he or she is appointed by the chairperson.

Section 6. Officers.

A. The officers of the organization shall consist of a chairperson, a secretary, a parliamentarian, and a publicist.

B. The chairperson shall be elected from the rising junior or senior class. The secretary shall be appointed by the SGA Executive Committee. The parliamentarian shall be elected by and from within the Student Life Committee at its first meeting. The publicist shall be elected by and from within the Student Life Committee at its first meeting.

Section 7. Duties of Officers.

A. Chairperson.

It shall be the duty of the chairperson of the Student Life Committee to preside over all meetings of the Student Life Committee; to seek information and clarification on procedure and policy that is related to Student Life Committee business; to present all necessary information to the members; to call any meetings she may deem necessary; to appoint and oversee all subcommittees; to serve as an active member of and to attend all meetings of the SGA Executive Committee; to check the SGA suggestion boxes and to, with the aid of the Student Life Committee, direct concerns to the appropriate campus body; and to meet twice a month with the advisor of the Student Life Committee. In the event of her absence, she shall appoint the parliamentarian of the Student Life Committee to serve as chairperson for that meeting.

B. Secretary.

It shall be the duty of the secretary to record and distribute minutes to all Student Life members, the SGA President, the Senate Chair, the SGA Secretary, the President of the College, the Vice-President for Student Development, and the Vice-President of Business and Finance; to assist the chairperson in corresponding with students, faculty, staff, and administrators; to assist the chairperson in Student Life Committee matters; and to record all changes concerning the Student handbook and forward those changes to the Vice President for Student Development.

C. Parliamentarian.

It shall be the duty of the parliamentarian of the Student Life Committee to advise the chairperson on questions of procedure in transacting the business of the Student Life Committee; to preside at the meetings in the event of the chairperson's absence; and to assist the chair in coordinating the forum element of Student Life Committee meetings.

D. Publicist.

It shall be the duty of the publicist to publicize all Student Life Committee meetings and events to the Meredith community; to submit articles to the Meredith Herald when the organization deems it necessary; and to coordinate any type of publicity which the organization deems necessary.

Section 8. Advisor.

The advisor of the Student Life Committee shall be a faculty or staff member appointed to serve for a two-year term by the Dean of the College and the Vice-President for Student Development. The advisor may not be one of the vice-presidents or deans of the college. The advisor shall advise the committee on procedure and shall serve to provide information and guidance to the members and the chair. The advisor shall meet twice a month with the chairperson of the Student Life Committee.

Section 9. Subcommittees.

A. Campus Action Subcommittee.

The Campus Action Subcommittee shall be formed at the beginning of the year by and from members of the Student Life Committee. It shall be the duty of the Campus Action Subcommittee to investigate and take action on student and campus grievances which may be resolved without the consent of the entire Student Life Committee and to follow up on any grievances directed to it by the SGA Executive Committee.

B. Ad-hoc Subcommittees.

Ad-hoc subcommittees may be appointed at the discretion of the chairperson to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chairperson to serve on special subcommittees.

Section 10. Legislation/Regulation Authority.

A. Legislation/Regulation.

Legislation is any change in the SGA constitution. Regulations are any guidelines or rules not in the SGA constitution. Legislation/regulation change may be proposed to the Student Life Committee by

a. a member of the Student Life Committee;
b. a subcommittee of the Student Life Committee;
c. any member of the Meredith community.

The Student Life Committee will study the proposed change. The Student Life Committee will propose the legislation/regulation change to Senate, where the legislation/regulation change will be either approved or rejected.

B. Non-regulatory Recommendations.
The Student Life Committee may make recommendations concerning campus affairs and concerns to any campus body that requests its input.

Section 11. Meetings.

A. Regular Meetings.
The Student Life Committee shall meet on the second and fourth Tuesday of each month at 5:30 p.m.

B. Special Meetings.
Special meetings may be called by the chairperson. Any Meredith student, faculty member, staff member, or administrator may request a special meeting of the Student Life Committee. The request must be written and given to the chairperson at least two days prior to the date of the meeting.

C. Regular Attendance.
Each Student Life member will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, she will automatically be relieved of her position on Student Life by a letter from the chairperson. This attendance policy shall apply only to regularly scheduled meetings.

D. Special Attendance.

1. Any member of the Meredith community may attend any meeting of the Student Life Committee except in rare cases when the chairperson deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chairperson at least two days before the meeting so that they may be added to the agenda.

2. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrator when appropriate to the agenda.

E. Quorum.
Two-thirds of the entire membership shall constitute a quorum.

ARTICLE XIII - ELECTIONS BOARD.

Section 1. Name.
The name of this organization shall be Elections Board.

Section 2. Purpose.
The purpose of the Elections Board shall be to supervise and promote all class and campus elections.

Section 3. Function.

A. It shall be the function of the Elections Board to hold elections for the freshman class and upper-class residence hall presidents in the fall, campus and class elections in the spring, and any other special elections requested by the SGA Executive Committee.

B. It shall be the function of the Elections Board to check the eligibility of candidates with the Office of the Registrar and the Chair of the Honor Council.

C. It shall be the duty of the Elections Board to check the academic and probationary status of every person holding an elected office after each semester.

Section 4. Organization.

A. Membership.
The board shall be composed of a chair elected by the student body and three student representatives selected by each class. A secretary shall be appointed by the SGA Executive Committee. The Associate Director of Student Activities shall appoint an advisor.

B. Officers.
The officers of the Elections Board shall consist of the chair and the secretary.

C. Duties of the Officers.

1. Chair.
It shall be the duty of the chair to preside over all meetings of the Elections Board, to attend all meetings of the SGA

Executive Committee, and to report all activities of the Elections Board to the SGA Executive Committee.

2. Secretary.
It shall be the duty of the secretary to record minutes for every meeting and distribute them to all members, the Associate Director of Student Activities, the Vice-President for Student Development, the SGA President, and the Elections Board Advisor; and perform any other duties as requested by the chair.

Section 5. Meetings.
The chair of the Elections Board shall call meetings when necessary.
(See By-Laws for Elections Systems)

ARTICLE XIV - RESIDENCE HALL BOARD.
Section 1. Name.
The name of this organization shall be Residence Hall Board.

Section 2. Purpose.
The purpose of this organization shall be to provide a living and learning environment in the residence halls where each student is able to develop as a well-rounded individual and as a contributing member of the community. The Residence Hall Board strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. The board is committed to serving the total educational experience of individual students by providing a climate for the exchange of ideas, an atmosphere for broadening intellectual activity, and a setting for the interaction of women.

Section 3. Function.
A. It shall be the function of Residence Hall Board to provide a structure for the governance of residence halls and for planning and implementing creative programming and events.

B. It shall be the function of Residence Hall Board to provide opportunity for staff and residence hall student leadership.

C. It shall be the function of Residence Hall Board to discuss residence hall problems, policies and procedures.

D. It shall be the function of Residence Hall Board to assess student needs and provide leadership in meeting those needs within the residence hall environment.

E. It shall be the function of Residence Hall Board to encourage campus involvement and residence hall unity.

F. It shall be the function of Residence Hall Board to support and uphold the Meredith College Honor System.

Section 4. Membership.

A. Voting Members.

The board shall consist of the seven residence hall presidents and the resident assistants.

B. Non-Voting Members.

The chair (except in the case of a tie vote); the vice-chair; the secretary; the treasurer; the Associate Director of Residence Life or her designee who shall serve as advisor; and the residence directors who shall attend as resource persons.

Section 5. Organization.

There shall be a Residence Hall Board Executive Committee and a Residence Hall Full Board. Residence Hall Board Executive Committee is comprised of a chair, a vice-chair, a secretary, a treasurer, and seven residence hall presidents. RHB executive committee is advised by the Associate Director of Residence Life or her designee.

Residence Hall Full Board is comprised of RHB Executive Committee, Resident Assistants, Residence Directors, and the Associate Director of Residence Life.

Section 6. Selection of Officers/Membership.

A. Officers

The officers of Residence Hall Board shall consist of a chair, a vice-chair, a secretary, and a treasurer. The chair shall be elected by campus-wide vote; the vice-chair, secretary, and treasurer shall be selected by application and interview. Residence hall presidents will be selected in the fall of the year upon the start of the academic year except the freshmen residence hall presidents who will be upperclassmen elected during spring elections of the pre-

vious year. Nominations for the upper-class presidents shall be taken by each resident assistant from the women on her hall at the first hall meeting. Campaigning will be throughout the following week. The presidents will be elected by the residents of her building the following week during an election conducted by the Elections Board.

B. Resident Assistants

Resident Assistants are selected and hired through an application/interview process conducted by the Office of Residence Life. Resident assistants are supervised by residence directors and are paid by the College for the administration of their duties as defined in the Resident Assistant Job Description.

C. Advisor.

The adviser of the Residence Hall Board shall be the Associate Director of Residence Life or her designee and shall serve as a non-voting member.

Section 7. Duties of Members.

A. Chair.

It shall be the duty of the chair to preside over all meetings of the executive committee and the full board; to serve as a non-voting member except in the case of a tie; to call any meetings she may deem necessary; to appoint (following the application/interview process and counsel with the advisor) the vice-chair, the secretary, and the treasurer; and to appoint committees as needed. She shall serve as a member of the SGA Executive Committee and shall report to the SGA President at regularly scheduled meetings. She (or her designee) shall serve as a member of the Programming Board and the Service Council. She, along with the executive committee, shall plan and preside over the meetings of the full board on the last Monday night of each month.

B. Vice-Chair.

It shall be the duty of the vice-chair to preside over all meetings of the executive committee and the full board in the absence of the chair; to serve as a non-voting member except in the case of a tie when the chair is absent; and to perform all other duties when the chair is absent. The vice-chair shall be directly responsible for the resource room. The vice-chair shall also be respon-

sible for any duties delegated to her by the chair. A vacancy which occurs in the office of the chair shall be filled by the vice-chair.

C. Secretary.
It shall be the duty of the secretary to record the proceedings and decisions of the executive committee and of any RHB business session; to properly distribute the executive committee's minutes to each committee member as well as the Vice-President for Student Development, the Associate Director of Student Activities, the Associate Director of Residence Life, the SGA President, and other specified individuals. The secretary shall serve as a non-voting member and shall be responsible for any other duties delegated to her by the chair.

D. Treasurer.
It shall be the duty of the treasurer to manage the budget of RHB, to allocate money to the members of RHB in accordance with the budget, to meet monthly with the Associate Director of Student Activities to balance RHB's account, to update monthly the balance of each individual resident assistant, to receive purchase order requests and have those requests approved by the Associate Director of Student Activities, to receive requests for work to be done in Central Services, and to monitor RHB's Central Services account. It shall also be the treasurer's duty to submit a bi-annual financial report to the Associate Director of Student Activities, to serve as a non-voting member, to work closely with the SGA Treasurer, and to be responsible for any other duties delegated to her by the chair.

E. Residence Hall Presidents.
It shall be the duty of each residence hall president to exhibit a strong leadership role in her residence hall and to plan activities with the input of the resident assistants and residence director for her residence hall; to organize and facilitate activities throughout the year, depending on the needs of the women in her residence hall; to formulate and work with individual committees comprised of students interested in particular activities; to coordinate fire drills; and to promote a quality and positive residence hall atmosphere.

F. Resident Assistants.
It shall be the duty of the resident assistant to serve as the liaison between her respective hall and RHB; to assist with residence hall activities; to perform duties outlined in the resident assistant job description and manual; and to maintain a close working relationship with her residence director and residence hall president.

Section 8. Meetings.

A. Residence Hall Full Board

1. The Residence Hall Full Board shall meet monthly to consider the business of the board. This meeting shall be held in conjunction with the regularly scheduled 5:30 p.m. Residence Life Staff Meeting. This meeting shall be planned and facilitated by the executive committee under the leadership of the Chair and shall be a forum for ideas, problems, and information exchange and may include a time for fellowship. The Chair may call a full board meeting with the consultation of the Associate Director of Residence Life.

2. Two-thirds of the voting members of RHB shall constitute a quorum of the full board.

B. Residence Hall Board Executive Committee

1. The Residence Hall Board Executive Committee shall hold regular meetings twice a month at a regularly scheduled time. The executive committee may be called into session whenever deemed necessary by the chair.

2. Executive members shall be permitted one excused absence per semester. More than two unexcused absences shall result in the automatic termination of her position. Vacancies shall be filled by appointment by the chair following the application/interview process and in consultation with the advisor. The attendance policy shall apply only to regularly scheduled executive committee meetings. When a member is absent, she shall provide a substitute (without a vote) to represent her residence hall.

3. All RHB Executive Committee members shall attend the Monday evening, 5:30 p.m. full board meetings and any other deemed necessary by the chair. The residence hall presidents shall attend the residence hall staff meetings in her respective residence hall. Excess absences from staff meetings shall be reviewed by the

executive committee to determine the need for disciplinary action.

4. Two-thirds of the voting members of the RHB Executive Committee shall constitute a quorum.

Section 9. Amendments.

This constitution may by amended any time deemed necessary by the Residence Hall Board. Any amendments to the constitution requires a quorum vote of the full board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Committee and SGA Senate.

ARTICLE XV - ASSOCIATION OF MEREDITH COMMUTERS.

Section 1. Name.

The name of this organization shall be the Association of Meredith Commuters.

Section 2. Purpose.

The purpose of the Association of Meredith Commuters shall be to serve as a liaison between the traditional-age commuter student community and the on- campus community, to build the commuter student community through programmed activities, and to voice student concerns through representation on the Student Government Association Executive Committee.

Section 3. Function.

A. It shall be the function of the Association of Meredith Commuters to provide the opportunity for Meredith's traditional-age commuter student population to meet on a regular basis to address concerns.

B. It shall be the function of the Association of Meredith Commuters to inform students of campus-wide functions and the association's programmed activities.

C. It shall be the function of the Association of Meredith Commuters to provide activities which serve the needs of the traditional-age commuters.

Section 4. Membership.
Membership in the organization is open to all traditional-age commuter students enrolled at Meredith College.

Section 5. Duties of Members.

A. It shall be the duty of each member to attend association meetings held twice a month.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which she is appointed by the members of the executive committee.

Section 6. Officers.

A. The officers of the organization shall consist of a president, vice-president, secretary, treasurer, social chairperson, publicity chairperson, two senators, one Student Life Committee representative, two Honor Council representatives, and the newsletter editor.

B. The president shall be elected from the rising junior or senior classes during campus-wide elections. Following campus-wide elections, the association will elect members to the following positions: the vice-president, secretary, treasurer, social chair, publicity chair, one Student Life Committee representative, two senators, two Honor Council representatives, and the newsletter editor.

Section 7. Duties of Officers.

A. President.
It shall be the duty of the president of the Association of Meredith Commuters to preside over meetings of the commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Committee, to serve as an active member of the Programming Board, and to attend meetings with the advisor of the Association of Meredith Commuters. She shall also be responsible for aiding in the orientation of commuter students in the fall and spring and will perform any other duties that may fall upon her as the president of the Association of Meredith Commuters. In the event of her

absence, the vice-president of the association will preside over AMC meetings.

B. Vice-President.
It shall be the duty of the vice-president of the Association of Meredith Commuters to preside over meetings of the commuter students in the absence of the president of the association; to appoint committees as needed; to oversee all committees and report committee actions to the association; to reserve speakers when necessary; and to assist the president in all commuter student affairs. A vacancy in the office of the Association of Meredith Commuters President shall be filled by the vice-president.

C. Secretary.
It shall be the duty of the secretary of the Association of Meredith Commuters to record the proceedings and decisions of the association and the executive board and to distribute the minutes to the SGA President, AMC Advisor, Vice- President of Student Development, and other specified individuals within one week or less of the meeting. She shall be responsible for reporting association activities and upcoming events to the Meredith Herald. She shall also be responsible for any other correspondence deemed necessary by the association.

D. Treasurer.
It shall be the duty of the treasurer of the Association of Meredith Commuters to keep a strict and permanent account of all receipts of the association; to balance the association's account with the Office of Student Activities at least once per semester; to complete purchase orders or check requests when needed; and to file an end of year financial report with the Associate Director of Student Activities.

E. Social Chair.
It shall be the duty of the social chair of the Association of Meredith Commuters to direct a committee which is responsible for planning social events, obtaining refreshments when necessary, and planning the semester luncheons that are sponsored by the Association of Meredith Commuters. She is to report to the vice-president on all plans being made by the committee.

G. Publicity Chair.
It shall be the duty of the publicity chair to direct a committee which is responsible for publicizing commuter meetings and other events that the association sponsors. She is to report to the vice-president on all plans being made by the committee. In addition, she is to maintain a scrapbook of association events.

H. Newsletter Editor.
It shall be the duty of the editor of the association newsletter to direct a committee which is responsible for writing, publishing, and distributing *The Commuticator* on a regular basis. In addition, she is to report to the vice- president on all plans being made by the committee.

I. Senators.
It shall be the duty of the two Senate representatives to attend every Senate meeting and report to the president and association at regular meetings.

J. Student Life Committee Representative.
It shall be the duty of the Student Life Committee representative to attend all Student Life Committee meetings, to voice commuter concerns in those proceedings, and to report to the association at regular meetings.

K. Honor Council Representative.
It shall be the duty of the two Honor Council representatives to attend all Honor Council hearings involving traditional-age commuter students and to report to the association as deemed necessary by the representatives.

Section 8. Advisor.
The advisor shall be the Associate Director of Student Activities or her designee.

Section 9. Meetings.
There shall be a meeting of the commuter students twice a month and whenever deemed necessary by the president. The SGA Executive Committee may request a special meeting of the association. There shall also be a meeting of the executive board at least once a month and at any other time deemed necessary by the president.

Section 10. Amendments.
Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meeting of the organization. Those students in attendance constitute a quorum. Amendments must be ratified by a two-thirds vote of the attending members.

Section 11. Approval.
The constitution must be ratified by a two-thirds vote of the attending members of AMC, the Senate, and the SGA Executive Committee.

ARTICLE XVI - WOMEN IN NEW GOAL SETTINGS.
Section 1. Name.
The name of this organization shall be Women in New Goal Settings, usually known as WINGS.

Section 2. Purpose.
The purpose of this organization shall be to provide information, fellowship, support, and leadership opportunity for students at Meredith who are older than the traditional-age student; to serve as a liaison between the re-entry student and the on-campus community; and to voice student concerns through representation on the SGA Executive Committee.

Section 3. Function.
The function of WINGS is to meet once a month for general membership and once a month for evening students in order to provide fellowship and support for women re-entering the academic community and to provide them with information about campus-life.

Section 4. Membership.
Membership shall be open to all Meredith students past the age of 22 and to any others who may feel that their situation and needs are similar to those of older students.

Section 5. Officers.

A. The officers of this organization shall be the president, vice-president, secretary, treasurer, communication chair, social chair, evening co-chairs, activities chair, MCA representative, Honor Council representatives, and the Student Life representative.

B. Election of Officers.

1. At the beginning of the spring semester, the executive committee shall appoint a nominating committee and chair.

2. At the beginning of spring semester, the membership shall be introduced to the nominating committee chair and encouraged to run for office. Those interested in running must file with the nominating committee.

3. The president-elect shall choose committee chairs as needed. These will usually be announced by the last meeting when officers are inducted.

4. The officers shall be elected annually.

5. Election shall be by ballot at the next to last meeting of each school year.

6. The new officers shall take office at the last meeting of the school year.

C. Duties of the Officers and Committee Chairs.

1. President.

It shall be the duty of the President to call and preside over all meetings of the WINGS Executive Committee and the general membership. The president shall be the SGA representative. The president shall meet regularly with the advisors in Continuing Education, meet regularly with the members of the executive committee in preparation for the general membership meetings and with the evening co-chairs to assure communication between the two groups. The president is also responsible for monitoring the functions of the members of the executive committee and for overseeing the budget. The president-elect shall plan for the organization's programs for the coming year.

2. Vice-President.

The duty of the vice-president shall be to assist the president and to preside over meetings in her absence. The vice-president shall be the Senate Representative or shall appoint a representative in her place. The vice- president shall be

responsible for communicating with the president and the committee chairs.

3. Secretary.
It shall be the duty of the secretary to record the minutes of all WINGS meetings and to send copies of these minutes each month to the members of the WINGS Executive Committee, the advisor from Continuing Education, the Associate Director of Student Activities, the Vice-President of Student Development, the evening co-chairs, and the WINGS faculty advisor. The secretary shall handle all social and business correspondence related to WINGS and shall maintain open communication with the WINGS communication chair. The minutes shall be placed in a permanent file located in Cate Center.

4. Treasurer.
It shall be the duty of the treasurer to maintain an accurate record of all financial transactions of WINGS and to prepare a projected annual budget. She shall monitor the funds allocated by Student Activities. She will meet with and prepare monthly reports for the WINGS President and the Associate Director of Student Activities. The treasurer shall submit an annual report of financial transactions by the week prior to final exams in the spring semester. She shall give financial reports, if requested, at WINGS Executive Committee and at general membership meetings. This office may be combined with the office of secretary or any other office as deemed necessary by the executive committee.

5. Senator.
It shall be the responsibility of the Senator to attend all meetings of the Senate and to represent re-entry students. She shall serve on any subcommittees to which she is appointed.

6. Honor Council Representatives.
It shall be the responsibility of the Honor Council representatives to attend meetings of the Honor Council involving WINGS students. The Honor Council representatives will

attend these cases on an alternating basis, scheduled by the Honor Council Chair.

7. Student Life Representative.
It shall be the responsibility of the Student Life representative to attend all meetings of the Student Life Committee, to represent re-entry students, to voice re-entry student concerns, and to serve on any subcommittees to which she is appointed.

8. Communication Chair.
It shall be the duty of the communication chair to coordinate and distribute information gathered by her committee members to both day and evening WINGS members. The communication chair may appoint the members to this committee. It shall be their responsibility to publicize and promote WINGS sponsored events and to participate in the distribution of the information pertaining to events that involve the whole Meredith community. It shall be the duty of the chairperson to report these events to *Meredith Herald* when deemed necessary.

9. Social Chair.
It shall be the responsibility of the social chair to plan, coordinate, and implement social functions for WINGS. The chair's duties will include planning and coordinating social functions and annual events established by the general membership, and other social functions as requested by the WINGS membership, the executive committee, and the advisors.

10. Evening Co-Chairs.
It shall be the responsibility of the evening co-chairs to be the liaison between the evening WINGS students and the day students.

11. Activities Chair.
It shall be the responsibility of the activities chair to plan and coordinate activities involving WINGS participation in Cornhuskin'. The activities chair shall be the WINGS representative to the Meredith Recreation Association, or she shall appoint a representative to go in her place.

12. Meredith Christian Association Representative. It shall be the responsibility of the MCA Representative to be a liaison between the MCA and the executive committee. It shall be her responsibility to plan and implement the WINGS Chapel service. The MCA Representative shall attend the MCA meetings.

Section 6. Meetings.

A. General membership meetings shall usually be held once a month during the academic year. The executive committee meetings are called at the discretion of the president. Those members wishing to make presentations should call prior to the meeting to be placed on the agenda. Executive committee meetings are open to the general membership and dates, times, and locations will be posted on the WINGS bulletin board.

B. There shall be a called transitional meeting to turn over all materials from the prior year to the incoming officers and committee persons.

Section 7. Advisors.

Two advisors shall be selected by the newly elected executive committee at the last meeting of the Spring semester. One advisor shall be from Continuing Education, and the second advisor shall be from the faculty. Advisors shall be ex-officio members of the executive committee. The advisors will be asked to be present at WINGS meetings to assist the officers of the organization as needed.

Section 8. Amendments.

Proposed amendments must be circulated and/or posted on the WINGS bulletin board in Cate Center for general members at least two weeks prior to any regular meeting of the organization. Those in attendance constitute a quorum. Amendments must be ratified by a four/fifths vote of the attending members.

Section 9. Approval.

The constitution must be ratified by a four/fifths vote of the attending members of WINGS, the Senate, and the SGA Executive Committee.

BY-LAWS

ARTICLE I - ELECTIONS SYSTEMS

Section 1. Filing.

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board.

Section 2. Campaigning.

Campaign posters are allowed provided they meet the regulations set by the Elections Board.

A. Each candidate may have two posters, not to exceed 11 x 14 inches, on each residence hall floor.

B. A candidate may put fliers on students' doors provided they have permission from the student.

C. Posters may not be hung until the candidate has filed for office.

D. No posters or table fliers are allowed in the dining hall or on doors entering the dining hall. Also, no posters are allowed in classroom buildings, in Johnson Hall, or on any entrance doors of the Cate Center or the library. Table tents are allowed in Traditions and in the dining hall.

E. Distributing fliers at each door in the residence halls and campaigning door-to-door are allowed.

F. Candidates may not campaign at the voting table.

G. Specialty campaigning must be cleared with the Elections Board.

Section 3. Offices.

A. Campus-Wide Elections.

The following offices shall be elected during campus elections:

Student Government Association President*
Vice-President of SGA/Senate Chair*
SGA Treasurer*
SGA Secretary*

Honor Council Chair*
Student Life Chair*
Elections Board Chair*
Association of Meredith Commuters President*+
Residence Hall Board Chair*#
WINGS President*
Meredith Christian Association President*
Meredith Christian Association Vice President*
Meredith Entertainment Association President*
Meredith Entertainment Association Vice President*
Meredith Recreation Association President*
Meredith Recreation Association Vice President*
Review Board Members(5)
Chief College Marshal**
Chief Student Advisor
Freshman Residence Hall President#

B. **Class Elections.**
The following offices shall be elected during class elections:

Class President*
Class Vice President*
Class Secretary*
Class Treasurer*
Class Historian*
Class Cornhuskin Co-Chairs
Class Stunt Co-Chairs
Honor Council Representatives(2)
Elections Board Representatives(3)
Class Marshals(2)
Class Senators(3)
Student Life Committee Representatives (3)

* Students who file for these offices are required to present a speech to those who elect them prior to the voting of the election that pertains to that office.
+ Resident students may not file for these offices.

Commuter students may not file for these offices.

** The Chief College Marshal must have served as a marshal at least one year prior to this selection.

- Co- chair positions shall be limited to Cornhuskin and Stunt. If a candidate runs as a chair and not as a co-chair, she shall remain the only chair throughout her term.

Section 4. Eligibility.

Any student who is or has been placed on reprimand or probation by Honor Council at any time during the current academic year, any rising junior or senior who does not have at least a 2.25 GPA, or any rising sophmore who does not have at least a 2.0 GPA may not hold any of the positions previously specified in Section 3. Students who will not be attending classes at Meredith College during both semesters of the term of office are also ineligible to file. If circumstances prevent an elected officer from attending classes at Meredith during her term, she must notify the Student Government Association Executive Committee as soon as she is aware of this situation. Any student who files for a residence hall office must have lived in a residence hall for at least one full semester immediately preceeding the election. Likewise, any student who files for a commuter office must have been a commuter student for at least one full semester immediately preceding the election.

Section 5. Removal From Office.

A. An elected or appointed rising sophmore must maintain at least a 2.0 cumulative GPA during her term, or her term in office will be terminated. An elected or appointed rising junior or senior must maintain at least a 2.25 cumulative GPA during her term, or her term in office will be terminated.

B. Upon request from the president/chair or advisor of an organization, it will be the function of the SGA Executive Committee to require the holder of any campus office who has not performed her duties as outlined in her constitution or job description to withdraw from that elected campus office. When voting, the Executive Committee must have quorum, and the vote must be unanimous.

C. If the holder of any campus office is found guilty of an Honor Council offense, she will automatically be removed from her office by the Honor Council.

Section 6. Classification.

Candidates will file for various offices according to the class status outlined below:

A. The following are to be elected from the incoming senior class:

President of the Student Government Association
Chief College Marshal
Chief Student Advisor

B. The following are to be elected from the incoming junior class:

Vice-President of the Student Government Association
Treasurer of the Student Government Association

C. The following are to be elected from the incoming senior or junior class:

President of Association of Meredith Commuters
President of Meredith Christian Association
President of Meredith Entertainment Association
President of Meredith Recreation Association
Chair of Honor Council
Chair of Residence Hall Board
Chair of Elections Board
Chair of Student Life Committee

D. The following is to be elected from the incoming senior, junior, or sophomore class:

Vice President of Meredith Christian Association

E. The following are to be elected from the incoming junior or sophomore class:

Vice President of Meredith Entertainment Association
Vice President of Meredith Recreation Association

F. The following is to be elected from the incoming sophomore class:

Secretary of Student Government Association

Section 7. Major Offices.

No student shall hold more than one major campus office during a school term. Those offices classified as major offices are:

Student Government Association President
Student Government Association Vice-President
Honor Council Chair
Student Life Chair
Elections Board Chair
Residence Hall Board Chair
WINGS President
Association of Meredith Commuters President
SGA Secretary
SGA Treasurer
Residence Hall Presidents
Chief Student Advisor
Meredith Entertainment Association President
Meredith Entertainment Associaiton Vice-President
Meredith Christian Association President
Meredith Christian Associaition Vice-President
Meredith Recreation Association President
Meredith Recreation Association Vice-President
Class Presidents
Class Vice Presidents

Section 8. Elections Procedure

A. Validaton of Elections.

For any election to be valid, the Elections Board must supervise the election.

B. Validation of Ballots.

Valid ballots must include the name of every candidate and a line for write-in candidates for each office listed.

Section 9. Voting.

A. Majority.

Majority vote is 51% of the total number of ballots returned and constitutes election in all cases except the following:

1. When the number of candidates is the same as or less than the number of positions for a particular office, and the candidates have more votes than any write-in candidate, the candidates are elected.

2. When the number of candidates with a majority exceeds the number of positions for a particular office, candidates with 51% shall be voted on in a run-off election. This procedure is possible only in offices with more than one position.

B. Run-Off Elections.

1. Eligibility for Run-off Elections.

(a). In the case a run-off is needed for offices with one position, when tallying the votes in a run-off election, the Elections Board will begin with the candidate with the highest total of votes and will add in the candidate(s) with the next highest total(s) until 51% is reached. (Example: A had 55 votes; B had 60 votes; C had 61 votes; and D had 59 votes. If the majority of the ballots returned is 125, 61 votes and 60 votes would first be added. This does not reach the majority, therefore, 59 votes would be added to the previous total, now equaling 180 votes which goes over the total. Therefore, candidates B, C, and D would be in the run-off.)

(b). In the case of a tie vote for the last candidate to complete the 51%, all tied candidates will be included in the run-off election.

(c). If 51% is not attained by one candidate in offices with more than one position, all candidates will be in the run-off.

(d). If 51% is attained by one candidate in offices with more than one position available, then all remaining candidates will be in the run-off.

2. Election Run-off Decisions.

The election run-off will be by plurality, which is a margin of one or more votes.

C. Tie.

In the event of a tie in the election run-off, the tie will be referred to the Advisory Council for a decision by secret bal-

lot. The Elections Advisory Council decision is final.

D. Vote Disclosure.
Candidates' total votes will not be disclosed unless the candidate makes a written request to the Elections Board Chair within 24 hours of the posting time of the results. The requesting candidate may only receive her total. A candidate may request a recount of the votes for the office for which she filed. At that time the chair will contact the members of the Elections Board, the advisor, and the involved candidates. (If it occurs during class elections, the chair will only contact those members of the board that represent that particular class.) The members of the Elections Board, in the presence of the Elections Board Chair and the Elections Board Advisor, will then recount the votes of that particular office. The Elections Board Chair will contact the candidates in question to inform them of the results of the recount. The results of the recount shall be considered final and shall be posted.

E. Appointments.

1. Unfilled offices shall be filled through an open interview process within each organization. Class status may be disregarded for appointments except in class offices. Appointed rising sophomores must have a 2.0 GPA and rising juniors and seniors must have a 2.25 GPA while all persons applying must fulfill other election requirements. If no one applies for unfilled positions, the senior officer of the organization, in consultation with the advisor, has the power of appointment. Appointments must be made in a timely fashion. The SGA Executive Committee shall appoint the offices of Chief College Marshal or Chief Student Advisor if they remain unfilled.

2. A vacancy in the office of president or chair of any branch of SGA shall be appointed by the SGA Executive Committee, except for the associations which have an elected vice president who shall fill the presidency.

3. A vacancy in the position of residence hall presi-

dent shall be filled by appointment by the president of SGA and the Chair of the Residence Hall Board after consultation with the Associate Director of Residence Life.

Section 10. Election Contestation.

A. Election Advisory Council.

1. Membership.

The Election Advisory Council will be composed of the Elections Board Chair(non-voting mediator), the Elections Board Advisor(non-voting), and the SGA Executive Committee.

2. Duties.

a. It shall be the duty of the Election Advisory Council to investigate and rule on any election contestation.

b. It shall be the duty of the Election Advisory Council to make sure correct contesting procedures are followed.

c. It shall be the duty of the Election Advisory Council to see that contesting procedures are handled expediently but not at the expense of fair and just decision.

d. It shall be the duty of the Election Advisory Council to notify the Elections Board, the involved candidates and the contestors of the decisions reached.

e. It shall be the duty of the Election Advisory Council to cast the deciding vote by secret ballot in the event of a tie in a run-off election.

3. Powers.

a. The Election Advisory Council shall have the power to uphold or overrule the Elections Board's decision in the event of contestation.

b. The Election Advisory Council shall have the power to uphold the contestation and proposed solution of the contestors and instruct the Elections Board to act accordingly.

c. The Election Advisory Council shall have the power to uphold the contestation but propose a reasonable compromise to be executed by the Elections Board.

d. The decision made by the Election Advisory Council is final.

B. Eligibility.

Any voter or candidate may contest an election.

C. Procedures.

1. A written notice of contest must be given to the Elections Board Chair within 24 hours of the official posting time.

2. The notice of contestation must include:
   a. Exactly what about the election is being contested.
   b. The reasons of contestation.
   c. The name(s) of the contestor(s). The first name listed will be recognized as the chief contestor.
   d. The contestor's proposed solution to the action or ruling being contested.

3. The Elections Board Chair must expediently contact the following:
   a. all the Elections Board members,
   b. the SGA Executive Committee,
   c. all the involved candidates, and
   d. the Associate Director of Student Activities or her designee.

4. The Elections Board Chair must call a meeting of the Election Advisory Council within 48 hours of the notification of the contestation.
   a. No involved contestor or candidate may participate in this meeting without invitation from the council.
   b. No involved candidate may be under any circumstances be involved in the voting of the meeting.

5. The involved candidates must be sent expediently a written notification of the decision reached by the Election Advisory Council.

Section 11. Assumption of Duties.

Officers shall assume their duties after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

ARTICLE II - MEETING, ORDER FOR BUSINESS, AND QUORUM

Section 1. Meetings of the Association.

A. Called Meetings. The president of the Association may call a meeting of the Association at any time. A meeting must be called by her at the written request of 10 precent of the members. This request must state the object of the meeting. In the event that the Senate deems a required Student Government Association meeting necessary, it may require such a meeting.

B. Forums. The Student Government Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

Section 2. Order for Business.

All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order as revised in the by-laws.

Section 3. Quorum.

One-tenth of the members of the Association shall constitute a quorum for the transaction of ordinary business if a quorum is not present and if the one-tenth rule is invoked by the student government president and approved by a majority of those present.

ARTICLE III - PROCEDURES

Section 1. Legislation/Regulation Procedure.

A. Origin of Legislation/Registration Proposals

Legislation/Regulation proposals shall originate in either the Senate or the Student Life Committee. Proposals may be submitted:

1. To the Senate by:
    a. a Senator

b. a student or
c. the SGA Executive Committee

2. To the Student Life Committee by:
a. a member of the Student Life Committee
b. a subcommittee of the Student Life Committee or
c. any member of the Meredith community

B. Consideration of Legislation/Regulation Proposals. After approval by the Student Government Association, all proposals will be submitted to the appropriate college vice president.

1. All legislation shall be submitted to the Vice President for Student Development.

a. If legislation is approved, it shall be sent to the appropriate channels through which it will take effect.

b. If amended by the Vice President for Student Development, the proposal goes back first to the orginating body. An explanation of the Vice President for Student Development's action must be sent to the Student Government Association.

c. If legislation is vetoed, the Vice President for Student Development will inform the orginating body of the rationale for the veto. With this information the originating body can improve future deliberations.

d. If legislation is not acted upon within a two week period, a special conference of the Senate Chair, the Student Life Committee Chair, the SGA President, and the Vice President for Student Development to discuss the legislation shall be called by the chair of the orginating body the following week.

2. All regulations shall be submitted to the appropriate college vice president.
a. If regulation is approved, it shall be sent to the appropriate channels through which it will take effect.

b. If amended by a college vice president, the regulation goes back first to the originating body. An explanation of the college vice president's action must be sent to the Student Government Association.

c. If regulation is vetoed, the appropriate college vice president will inform the orginating body of the rationale for the veto. With this information the orginating body can imporve future deliberations.

d. If regulation is not acted upon within a two week period, a special conference of the Senate Chair, the Student Life Committee Chair, the SGA President, and the college vice president to discuss the regulation shall be called by the chair of the orginating body the following week.

Section 2. Judicial Procedure.

A. Preliminary Procedure

This procedure shall be followed by the Honor Council in the preliminary investigation of cases.

1. Initiaiton of Charges

a. When an accusation is made to the Solicitor General by a member of the College community (any student, faculty member, administrator, staff member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the Solicitor General.

b. Formal charges following investigation shall be served on the accused by the summons signed by the Solicitor General.

c. The summons shall be delivered to the accused by the Solicitor General in person, in private, and in writing at least seven days prior to the time set for trial.

d. The summons shall specify the charge, the time and place of trial.

e. The Solicitor General shall notify the secretary who shall then notify the chair, Support Counselor, and the Vice President for Student Development of the initation of formal charges.

f. Prior to any discussion of the alleged offense between the accused and the Solicitor General, or any college official investigating the matter, the accused shall be informed of her rights. Failure to inform the accused of her rights shall cause all incriminating statements made by her prior to such time to be inadmissible in any proceeding on the alleged offenses.

g. The Solicitor General shall present the accused with the alternatives open to her in responding to the formal charge after informing her of the following rights granted under this instrument:

1. The right to written notification of hearing, time, place and charge before the hearing.

2. The right to be presumed innocent until proven guilty through clear and convincing evidence.

3. The right to refuse to respond to questions that would tend to be self-incriminating.

4. The right to a fair, impartial, confidential trial.

5. The right to a speedy trial.

6. The right to the services of the Support Counselor, if she so chooses, or a counsel of her own choosing from among the students presently enrolled at the College who have no formal legal training.

7. The right to present material and character witnesses from members of the Meredith

College community only, and to testify and present evidence in her own behalf. Written testimony from off-campus persons may be presented at the hearing.

8. The right to separate trial upon request.

9. The right to know the evidence and to face witnesses testifying against her.

10. The right to question any material witnesses or to challenge and rebut any evidence.

11. The right to plead innocent without fear of being tried for lying in relation to that plea if proven guilty. (This does not disallow being tried for lying if the accused lies in order to support a plea.)

12. The right to a tape of the presentation at the hearing, if notificaiton is given within 48 hours of the trial, for the benefit of the accused in an appeal to the Review Board.

13. The right to immediate oral notification of the Honor Council's decision regarding verdict and penalty. If the accused is not waiting, the chair will write or call the accused person at the first opportunity. The accused will receive a written notification of verdict and penalty from the secretary.

14. The right to be free from re-trial under this procedure for the same offense, after acquittal under this procedure.

15. The right to submit an appeal within 48 hours of the Honor Council hearing.

16. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of

the accused's own free will and in writing.

h. If the accused fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the defendent may be subject to a more severe penalty if deemed appropriate by the council.

i. In response to the accused's right to the service of the Support Counselor:

1. If the accused waives her right to the service of the Support Counselor, the Solicitor General and the accused shall have the preliminary conference at which time the Solicitor General shall obtain the facts of the case and a plea from the accused. (This is the end of preliminary procedure if the accused waives this right.)

2. If the accused exercises her right to the service of the Support Counselor, the Support Counselor and the accused have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.

3. Service of a Support Counselor is not available during the summer.

2. Preliminary Conference

a. In order to enable the accused to prepare a defense, a preliminary conference must take place at least ninety-six (96) hours befor the trial. However, upon request for waiver by the accused, trial may be held in a period either less than or greater that ninety-six (96) hours. Request for departure from the time requirement shall be filed by the accused with the Solicitor General.

b. The Support Counselor and the accused shall meet with the Solicitor General for the preliminary confer-

ence within twenty-four hours following the serving of the summons, at which time the plea and facts shall be presented to the Solicitor General. The Solicitor General shall explain the charge and the nature of the evidence against the accused.

c. The plea presented to the Solicitor General during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing.

d. Upon revelation of the facts of the case, any material or character witnesses shall be served with a written summons by the Solicitor General and the Support Counselor to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No witness may appear in a hearing who has not been officially summoned by the support counselor or the Solicitor General.

B. Jurisdiction

1.After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The five voting members of Honor Council, who serve on a rotating basis shall determine the verdict, and render appropriate penalties by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the Chair of the Honor Council shall cast the deciding vote. In case the Chair should abstain, the SGA President will cast the deciding vote. The accused is notified of the verdict and penalty in writing as quickly as possible by the secretary of Honor Council. The secretary of the Honor Council also notifies the accuser (in an academic case, the professor involved) and the Vice President for Student Development of the verdict and penalty. In the event of suspension or expulsion, if after a 48-hour period following her notification the student has not appealed, the decision will be submitted to the President of the College for final approval.

2. The student may appeal any Honor Council decision except cases involving an automatic campus or cases of remand or cases resulting in an Honor Council penalty of five call-downs or less. The route of appeal begins with the Review Board, whose action is final except in cases of remand or cases involving suspension or expulsion. Only cases involving suspension or expulsion may be appealed beyond the Review Board to the President of the College.

3. A tape will be made of the hearing (not including the deliberation), and the accused will be allowed a copy at her own expense. This tape is for the benefit of the accused in an appeal to the Review Board. If she fails to give notice of desiring a copy of the tape within 48 hours of oral notification of the Honor Council verdict and penalty, the tape will no longer be made available to the student.

4. In the event that a student fails to respond to her summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the defendent present. Such action by the defendent shall be considered a violation of the Honor Code and deserving of a penalty.

Section 3. Review Board

A. Method of Appeals to Review Board

A student may appeal to the Review Board by giving a written notice of her appeal to the Vice President for Student Development within 48 hours of the Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state the reason for the appeal.

The Review Board hearing shall occur on the Friday following the receipt of the notice of appeal unless pre-empted by another student appeal, in which case the hearing would be held during the following week.

B. Record of Appeals

The appeal is considered solely on the record of the Honor Council proceedings. (This record consists of the summons, the digest of proceedings, and the tape recording of the proceedings. The Honor Council Secretary shall be responsible for making

the Honor Council records available to the Review Board 48 hours before the review.)

C. Consideration of Appeal: Scope of Review

1. Consideration of Appeal

The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged or the Support Counselor, and the Solicitor General upon their request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. Appellant shall have a maximum of five minutes to present her appeal.

2. Scope of Review

Review of hearing is confined to the questions: (1) whether there is clear and convincing evidence in the record to support the verdict and/or penalty; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome. Review of the penalty imposed is confined to the question of its essential appropriateness in total context.

D. Determination of Appeal; Notice of Action

1. Determination of Appeal

Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide the action on the appeal both in respect of the finding of violation and of the imposition of penalty. Decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.

2. Notice of Action

Written Notice of Action taken on an appeal shall be given in person by the secretary of the Board to the student charged within 24 hours of the Board's decision.

E. Action Available to Review Board
On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may: (1) affirm both the findings of violation and the penalty imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged on the question of violation was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation, but reduce the penalty to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduce the penalty to one deemed more appropriate.

F. Finality of Action on Appeal by Review Board
The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the President of the College in cases provided in paragraph *G*.

G. Appeal to President of the College
In cases wherein the Review Board affirms a penalty of suspension or expulsion, the student charged may appeal the penalty to the president of the College within 48 hours of the Review Board's decision. The student shall present her appeal in writing to the Vice President for Student Development who shall then present the appeal accompanied with relevant case documents to the President. Review is based solely on the record of the appeal presented before the Review Board, plus any written brief filed with the Review Board by the student charged. The President of the College may, in conference with the student charged, hear and consider oral argument but may not consider any new evidence. Review by the President of the College is confined solely to the question of appropriateness of the penalty in total context. The President of the College shall reach a decision and give a formal written notice within ten days after receiving the written notice of appeal. He may affirm the imposition of penalty by the Review Board or change it to one deemed by him to be more appropriate. The action of the President of the College is final.

UNDERGRADUATE ACADEMIC CALENDAR

FALL SEMESTER

Arrival of new students	THU AUG 18
Registration	MON AUG 22
Freshman Register	TUE AUG 23
Classes begin	WED AUG 24
Opening Convocation	MON AUG 29
Last day to drop a course without paying	TUE AUG 30
Last day to add a course	TUE AUG 30
Labor Day Holiday—No classes held	MON SEP 05
Last day to make grading changes	WED SEP 21
Last day to drop with a "W" grade	WED SEP 21
Midterm: Autumn recess begins at 5:00 p.m.	FRI OCT 14
Classes resume at 8:00 a.m.	WED OCT 19
Midterm reports due at NOON	WED OCT 19
Cornhuskin: No classes after 4:50 p.m.	THU NOV 03
Thanksgiving recess begins at 1:00 p.m.	WED NOV 23
Classes resume at 8:00 a.m.	MON NOV 28
Last day to withdraw from a course	WED NOV 30
Last day of classes	WED DEC 07
Reading day; music juries	THU DEC 08
Final Examinations	FRI DEC 09-SAT DEC 17

SPRING SEMESTER

Registration	TUE JAN 10
Classes begin	WED JAN 11
Holiday-Martin Luther King Day	MON JAN 16
Last day to drop a course without paying	WED JAN 18
Last day to add a course	WED JAN 18
Last day to make grading changes	WED FEB 08
Last day to drop with a "W" grade	WED FEB 08
Founders' Day	MON FEB 20
Midterm: Spring recess begins at 5:00 p.m.	FRI MAR 10
Midterm reports due at NOON	WED MAR 15
Classes resume at 8:00 a.m.	MON MAR 20
Easter recess begin at 5:30 p.m.	THU APR 13
Classes resume at 8:00 a.m.	TUE APR 18
Last day to withdraw from a course	MON APR 24
Last day of classes	MON MAY 01
Reading day; music juries	TUES MAY 02
Final Examinations	WED MAY 03-THU MAY 11
Commencement	SUN MAY 14

SUMMER SCHOOL

First session begins	MON MAY 29
First session ends	FRI JUN 16
Second session begins	MON JUN 19
Holiday	TUE JUL 04
Second session ends	SAT JUL 08
Third session begins	MON JUL 10
Third session ends	FRI JUL 28

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Meredith College
Office of Dean of Students
3800 Hillsborough Street
Raleigh, North Carolina 27607-5298
(919) 829-8521

Student Handbook

95-96

MEREDITH
COLLEGE

95-96

Meredith College Student Handbook

The Meredith College Student Handbook is designed to aid you in your adjustment and development within the Meredith community. The handbook includes information on Meredith's administration, academics, policies, services, and activities. The final section contains the Student Government Association Constitution and Bylaws.

You will find the Handbook most valuable if you read it first in its entirety and then use it as a reference whenever you have a question.

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Alma Mater

We salute thee, Alma Mater, we salute thee with a song,
At thy feet our loyal hearts their tributes lay;
We had waited for thy coming, in the darkness waited long,
Ere the morning star proclaimed thy natal day.

Thou hast come through tribulation and thy robe is clean and white,
Thou art fairer than the summer in its bloom.
Thou art born unto a kingdom and thy crown is all of light;
Thou shalt smile away the shadow and the gloom.

In thy path the fields shall blossom and the desert shall rejoice,
In the wilderness a living fountain spring;
For the blind shall see thy beauty and the deaf shall hear thy voice,
And the silent tongue their high hosannas sing.

Where the rhododendron blushes on the burly mountain's breast,
In the midland, where the wild deer love to roam;
Where the water lily slumbers, while the cypress guards its rest,
Lo, thy sunny land of promise and thy home.

Where the sons of Carolina taught a nation to be free,
And her daughters taught their brothers to be brave;
O'er a land of peaceful plenty, from the highlands to the sea,
May thy banner, Alma Mater, ever wave.

—Richard Tilman Vann

Purpose

As Stated in the Charter of Meredith College

The purpose of this corporation is to provide for higher education of women under Christian auspices and within a Christian context, fostering in all its activities and relationships the ideals of personal integrity, intellectual freedom, and academic excellence; and to that end, to provide adequately and fully for the maintenance, management, operation, and development of a college at Raleigh, North Carolina, under the name of Meredith College. This institution, a liberal arts college, shall emphasize and develop its academic program in terms of scholastic standards and service, and shall maintain procedures implicit in an educational institution of high quality; and, as a Christian college, shall be primarily concerned to deepen and broaden the Christian experience of its students and to prepare them for maximum service in the Christian enterprise.

Nondiscriminatory Policy

Meredith College admits women students of any age, race, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, creed, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Furthermore, it does not discriminate in admission or access to its programs and activities on the basis of handicap as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries may be directed to the vice president for business and finance at Meredith, who coordinates the College's nondiscriminatory policy on the basis of special needs. The vice president and dean of the college coordinates policy with regards to learning disability.

From the President

There's a Meredith in your future. It's a Meredith whose dominant characteristic, I believe, is that our [illegible] care more about each other [illegible] other place I have ever [illegible] campus, some things [illegible] are truly magic—a [illegible] munity, a sense of [illegible] of place, a sense of [illegible] beauty. Meredith is [illegible] close and personal, and the sense of belonging you find here stays with you always.

[illegible] that will always [illegible] We know the [illegible] hanges, but it is [illegible] know what will [illegible] We will always find integ[illegible] backbone of the Col[illegible] ways find honesty; [illegible] ture of the College. [illegible] find academic excellence; that [illegible] chief characteristic [illegible] We will always find a tou[illegible] that is the expression [illegible] College. We will always find a [illegible] oncentration; that is the direction [illegible] the College. We will always find a focus on God; that is the foundation of the College.

My vision for Meredith is positive and strong. We have a great school, and it will get better. I'm pleased that Meredith is in your future, and I am also delighted that you are in hers.

Welcome to Meredith—to the excitement of college in the 90's.

John E. Weems

Administrative Offices

President of the College

Dr. John E. Weems, 829-8511

As the chief educational and administrative officer of Meredith College, the President is responsible to the Board of Trustees for the supervision, management, and government of the College, and for interpreting and carrying out the policies of the Board of Trustees. The President signs all diplomas and other documents and legal instruments authorized by the Board or the Executive Committee. The President coordinates all administrative and educational functions of the College, and serves as the official representative of the College. The Office of the President is located on the second floor of Johnson Hall.

Vice President and Dean of the College

Dr. Allen Burris, 829-8514

The Vice President and Dean of the College supervises the academic program of the College and in the absence of the President acts in matters of a more general nature. The vice president is available to students for advice and help in all matters of academic concerns, and should be consulted when the academic situation warrants. The Office of the Vice President and Dean of the College is located on the first floor of Johnson Hall, room 126.

Vice President for Administrative Affairs

Dr. LaRose Spooner, 829-8511

The Vice President for Administrative Affairs coordinates the Offices of Admissions, College Communications, and Scholarship and Financial Assistance. The Vice President also represents the President at special meetings, conferences and functions, and coordinates special projects for the President. In addition, responsibilities include the preparation of Strategic Planning Documents and other special reports and studies. The vice president maintains communications with the Board of Trustees and supports their decision-making responsibilities through the preparation of reports, studies, research, and presentations, and serves as Corporate Secretary of the Board. The Office of the Vice President for Administrative Affairs is located on the second floor of Johnson Hall.

Vice President for Business and Finance

Mr. Charles E. Taylor, Jr., 829-8516

The Vice President for Business and Finance is responsible for all financial matters except those which relate to financial assistance, including student charges and payments. In addition to financial matters, the vice president is responsible for the maintenance and housekeeping services, dining services, facilities services, health services,

student store, campus security, telephone services, technology services, post office, and central printing.

The Office of the Vice President for Business and Finance is located on the first floor of Johnson Hall.

Vice President for Institutional Advancement

DR. MURPHY OSBORNE, 829-8374

The Vice President for Institutional Advancement is the chief administrative officer responsible for development, fund raising, alumnae affairs, corporate and foundation relation, planned giving, and related activities. The Institutional Advancement staff works to promote college relations activities, Parents' Association activities, Student Foundation Activities, and Granddaughters' Club activities.

Fund raising activities secure resources for current operation expenses. They also secure resources for capital improvements (building and renovations) and endowment providing perpetual support for all programs of the College.)

The Office of the Vice President for Institutional Advancement is located on the first floor of Johnson Hall.

Vice President for Student Development

DR. JEAN JACKSON, 829-8556

The Vice President for Student Development coordinates the Student Development division, including the following areas: Campus Ministry, Career Center, Counseling Center, Residence Life, Commuter Life, Dean of Students, Student Activities and Leadership Development, and First Year Experience.

The Vice President sets policy for the division and plans and encourages special opportunities related to these areas. She promotes student life at Meredith, supports student leadership, and seeks to enhance students' personal and intellectual growth and development.

The Vice President for Student Development Office is located in 106 Johnson Hall.

Dean of Undergraduate Instruction and Registrar

DR. ALLEN PAGE, 829-8425

The Dean of Undergraduate Instruction and Registrar is available to assist in matters relating to instruction, advising and registration for courses. The Office of the Registrar is responsible for the scheduling of classes and academic records. The Dean of Undergraduate Instruction is also the Director of Summer School.

The Office of the Dean of Undergraduate Instruction and Registrar is located on first floor of Johnson Hall.

Dean of Students

MS. SHARON CANNON, 829-8521

The Office of the Dean of Students coordinates the following areas of campus life: First Year Experience which includes new student orientation and activities designed to

increase new student adjustment to the College community; student housing and residence life; commuter life; Student Adviser program; SGA Honor Council and related areas; student profiles research; special student populations; and special programs related to student life; and personal counseling and interaction with students encountering difficulties.

The Office of the Dean of Students is located on the 2nd floor of Cate Center. Students are invited to come by the office any time or call to make an appointment.

Alumnae Association Office

Mrs. Mary Kate Keith, Director, 829-8391

Ms. Celeste T. Derey, Assistant Director, 829-8392

The Meredith College Alumnae Association includes all Meredith graduates and any former students who did not graduate but request to become members. The Association serves to strengthen the relationship among alumnae and between alumnae and the College.

Each class elects three agents their senior year prior to the Annual Meeting of the Alumnae Association and reports their names immediately following the election to the Director of Alumnae Relations. The class agents serve as the link between the College, the Alumnae Association, and their class.

Office of College Communications

Mrs. Jeannie Morelock, Director, 829-8455

Mr. Steve Mosley, Publications Manager, 829-8455

The College Communications Office supports the mission of Meredith College through the development of all official institutional communications materials. Specifically, this office oversees the College's official publicity and publications efforts, except those classified as student publications. As time permits, the College Communications staff offers advice and assistance to students who are working on college-related publicity or promotional materials.

Academic Information

Meredith College is a private institution, and its Charter states that the College's purpose is to provide higher education for women only. As a result, only women are admitted to any of the degree programs.

The *Meredith College Catalogue*, the official source of academic information, is given to each new student during orientation. If there are further questions, consult your faculty advisor, the Registrar, or the Vice President and Dean of the College.

The Vice President and Dean of the College has general supervision over the academic program of the College, and in the absence of the President, he may act in matters of a more general nature. The Dean is available to students for advice and help in matters of academic concern. When problems arise, you should consult first with your adviser, your professor, and the department head concerned. If the situation is not satisfactorily resolved, consult the Dean. There may be times when it is necessary to go directly to the Dean with a problem of extraordinary sensitivity. Feel free to follow that course if the situation warrants.

Scholars, I am glad to have this opportunity to welcome you to Meredith and to give you some advice. I address you as "scholars" to remind you of why you are here. The most important educational decision you will make here concerns how you will commit yourself to scholarship. Everyone wants to do well. The most crucial element in doing well is your own decision to work at it. No matter how good the teacher, not much will happen unless you commit yourself to learning. Commitment is an act of the will and only you can will it for yourself. Do it now and every day from now on.

Some specific suggestions: read the catalog, this handbook and other publications; follow instructions; ask for help; go to class; get to know your teachers; take advantage of learning opportunities that are not required such as convocations, lectures, art exhibits and concerts, and every day,—"hit the books"—and think.

Allen Burris

Dr. Allen Burris, Vice President
and Dean of the College

Advisers, Academic

Each incoming freshman and transfer student is assigned an academic adviser to aid her with academic programming, scheduling, and pre-registration. When a student declares her major, usually at the end of her sophomore year, she is assigned an adviser from her major department.

Academic advisers meet with students individually and in groups to assist with academic planning and scheduling. Each student is ultimately responsible, however, for her own scheduling and academic pursuits.

Advisers, Student

Freshman Student Advisers are upperclass women who have been selected and trained to assist freshmen in solving problems that they may encounter as a new student, particularly during the first few weeks of school. Transfer Student Advisers assist new transfer students. Student Advisers must meet the same qualifications as those students elected to campus office. The Chief Student Adviser is a senior elected by the student body in the spring SGA elections.

Class Attendance

Each student is expected to be regular and prompt in her attendance at all classes, conferences, and other academic appointments. Regular attendance is vital for the student, the professor, and fellow classmates to benefit from the sharing and thinking in the classroom. Each student must accept full responsibility for class preparation, announcements and assignments missed because of absence.

The student is responsible for contacting her professors regarding any absence. Each faculty member determines whether an absence is "excused" or "unexcused."

Faculty will be notified in the event of a death in the student's immediate family (parents, siblings) or the hospitalization of a student.

The effect of class attendance on the grade will be clearly specified in writing by each instructor at the beginning of the course.

Inclement Weather Policy:

In case of class cancellations resulting from inclement weather, the college will run public announcements on local radio and television stations. In the event the college does not cancel classes, individual instructors will still have the option of cancelling classes. All instructors must include an inclement weather policy on their syllabi, as well as instructions to students regarding how to obtain information on any class cancellations.

Classification

Students are classified according to the following number of credit hours:

Freshman	1-25 hours credit
Sophomore	26-59 hours credit
Junior	60-89 hours credit
Senior	90-above hours credit

Class Reservation

(See Pre-registration)

Committees with Student Representation

Academic Departments at Meredith have

advisory committees which include students in their membership. Also, a majority of college standing committees have several student members.

Continuing Education

The Continuing Education program at Meredith includes the following :

Re-Entry Program, for women age 23 or older who wish to begin or resume academic course work leading to a degree.

Enrichment Program, offers non-credit, short courses for the community on topics such as art, creative writing, special interests, and personal and career development. Children's programs offered during summers.

Legal Assistants Program, a post-baccalaureate certificate program, approved by the American Bar Association, providing paralegal training.

For re-entry admission procedures, see adult students and Continuing Education information in the Meredith College Catalogue, or consult the continuing education brochure. The brochure also includes a listing of current enrichment courses and information on certificate programs. It is available each semester from the Continuing Education Office, 121 Jones building. Students of traditional age may enroll in enrichment courses while undergraduates and in certification programs following graduation. Call Continuing Education (829-8353) for further information on any of these special learning opportunities.

Continuing Education
Dr. Mary Johnson
Dean for Continuing Education
829-8353
Ms. Sandra C. Close
Director, Re-Entry Program
829-8353
Ms. Margaret Clary
Assistant Director, Re-Entry Program
829-8353
Ms. Madra Britt
Director, Enrichment Program
829-8353
Ms. E. Page Potter
Director, Legal Assistants Program
829-8353

Cooperating Raleigh Colleges

Dr. Rosalie P. Gates, Director
829-8538

Meredith College, North Carolina State University, Peace College, Shaw University, Saint Mary's College, and Saint Augustine's College form a consortium through which they provide their collective educational resources to students at each of the six institutions. A student who wishes to register for a course at one of the Cooperating Colleges should consult the Registrar's Office for proper procedure.

Experiential Learning

Through the Cooperative Education and internship program at Meredith, a student can "try out" one or more work environments before graduating. This experience allows her to learn more about herself and work, to assess one application of her major and predict if she will enjoy it, to discover new positions within a company/agency, and to determine for herself additional courses

or skills that she may need. Cooperative Education is coordinated through the Meredith Career Center. Internships are administered through academic departments. For further information, contact your academic adviser or the Career Center (829-8341).

Grade Point Average

(See Probation/Suspension, Academic)

Grading System

Each course receives one official semester grade, an evaluation of the entire work of the student during the semester. A grade report is sent to the student or to another person designated by the student. For further information on the grading system see "Grading System" in the College Catalogue.

Honors Program

The Honors Program offers the intellectually gifted and ambitious student opportunities to develop academically to her full potential. Each year, approximately 25 entering students are invited to participate in the Honors Program. A few additional students with outstanding academic performance in the fall semester are invited to join the program at the beginning of their second semester. The honors curriculum spans the four-year undergraduate experience and is well integrated into the whole of the academic program.

A student is expected to take honors work each year. She would typically take two to three honors classes during the freshman year, including the honors writing course and an honors colloquium. Retention in the program requires that the student maintain a minimum overall grade point average of 3.0 or, failing that, to receive permission of the Honors Committee to continue the program.

Leave of Absence

A currently enrolled student may request from the registrar a leave of absence for up to one year without having to apply for re-admission as long as she in good academic, social and financial standing at Meredith. See page 21 of the College Catalogue.

Mid-Term Grade Report

Midway into each semester, instructors provide the Registrar's Office with mid-term grade reports for those students whose performance in class indicate work below a "C" average. This is not a permanent grade, but rather an indication of the student's progress thus far in the current semester. The student and her faculty adviser are notified of the mid-term grade in October for the fall semester and in March for the spring semester.

Opportunities for Academic Enrichment

In building the total program of study, many students take advantage of one or more of the special opportunities listed below to pursue specific academic interests. These opportunities afford a variety of learning experiences.

Capital City Semester – program of intensive seminar about research in North Carolina government and politics.

Cooperating Raleigh Colleges – Meredith belongs to the CRC consortium with the

other Raleigh colleges: North Carolina State University, Peace College, Saint Augustine's College, St. Mary's College, and Shaw University. While enrolled at Meredith, a student may take classes at any of these other institutions.

Marymount Manhattan College – opportunity for study in the New York Area.

Meredith Study Abroad – a summer session abroad offering a full semester of credit for approximately the same price as attending Meredith for a semester—including transportation costs.

Overseas Travel/Study Abroad Programs – arranged within departments and in consultation with the Director of International Studies.

Special Studies – (may be proposed by students or faculty in all departments.)

Independent Study – involves a minimum of guidance and truly autonomous study, e.g. biology or chemistry lab research.

Directed Individual Study – study selected and planned with guidance of instructor, e.g. historical research.

Group Studies – special topic course not already in curriculum, e.g. Women's Studies.

Community Internship – field experience with supervision, e.g. interior decorating, graphic design, mental hospital work.

United Nations Semester at Drew University – classes in Madison, NJ, and observation seminar sessions at the United Nations.

Washington Semester at American University – study and research on the federal government level in Washington, D.C.

Plagiarism

Plagiarism is the dishonest use of another's words, thoughts, ideas or organization as one's own. Honest work in no way precludes using another's work; it simply requires that in all instances such use be properly acknowledged.

Plagiarism results when a student copies from another student's paper or from books and periodicals and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowings must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this error known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper. Each instructor should state specifically the extent and limits of available sources a student may employ in

writing her paper. A student who is uncertain about an assignment and sources to be used should consult with her instructor for clarification before completion of the paper.

(Please note that the use of one's own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source.)

Pre-Registration

Pre-registration is the process of requesting space in classes for the next term. It is open only to students who are in a prescribed program of study at Meredith such as degree or teacher certification program. Pre-registration is held during the last half of the semester but is not in effect for summer terms. No payment is required for class reservation, but payment must be made before registration can be completed. Information on the pre-registration process is available from the Registrar's office immediately after mid-term recess.

Academic Probation/Suspension

To continue enrollment at Meredith, students are expected to maintain satisfactory progress toward graduation. Satisfactory progress means maintaining at least the minimal expected quality point ratio or grade point average (QPR or GPA). A student is considered to be making minimal progress if she has earned at the end of any semester the appropriate quality point ratio indicated below:

Total Hours Attempted	Minimum Expected Meredith QPR
1-25	1.35
26-59	1.65
60-89	1.85
90 and above	1.90

When a student fails to achieve minimum progress, she will be placed on academic probation for the following semester. A student on academic probation who does not meet the minimum QPR (GPA) at the conclusion of the spring semester will be suspended for the following fall semester. (See College Catalogue for further information).

Records, Access To

Definitions

Education Records are those records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person acting for the College. "Records" means information recorded in any medium, including, but not limited to the following: handwriting, print, tapes, film, microfilm, and microfiche. Education records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, or (4) medical and psychiatric records (these are accessible by the student's physician).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, a person elected to the Board of Trustees, or a person employed by, or under contract to, the College to perform a special task, such as an attorney or auditor.

A legitimate educational interest by a school official occurs when the official is performing: a job-related task, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit related to the student,

or student's family, such as health care, counseling, job placement, or financial aid.

Non-Institutional personnel who have access to student education records without written consent of the student include: official of another school, upon request, in which a student seeks or intends to enroll (Academic transcripts are sent only with the consent of the students), officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in conditions conducting studies for or on behalf of the College, accrediting organizations to carry out their function, parents of an eligible student who claims the student as a department for income tax purposes, officials with a judicial order or lawfully issued subpoena, appropriate parties in a health or safety emergency, or officials involved with the student's request for financial aid.

A student is any person who is or has been enrolled at Meredith College. An applicant who does not enroll or who is declared ineligible has to inherent right to inspect her file. Whenever "student" is used in reference to personal rights, an eligible parent dependent student has similar rights.

An "eligible" parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954 and who presents such proof to the custodian of an education record. Normally the proof will be a certified copy of the parent's most recent Federal Income Tax Form.

Directory information includes the student's name, address, telephone listing, dates and place of birth, country of citizenship, employer, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendances, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

NOTE: If a student prefers the Directory Information not be released to persons other than school officials with legitimate educational interest, she must make this request in writing to the Office of the Registrar.

"Access to an education record" is to be allowed to see the original records.

Official Policy Relating to the release of Personally Identifiable Records

Meredith College shall not permit access to, or the release of, any information in the education records of any student that is personally identifiable other than directory information, without written consent of the student, to any party other than the following:

Institutional Personnel

Meredith College officials and staff (school officials) who have legitimate educational interests.

Non-Institutional Personnel

1. Officials of other schools in which the student seeks admission;

2. Appropriate persons in connection with a student's application for, or receipt of, financial aid;

3. Federal or state officials as defined in paragraph 99.37 or the Family Educational Rights and Privacy Act of 1974;

4. State and local officials authorized by state statute;

5. Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose;

6.Organizations conducting studies for schools the student has attended with the understanding that such information will be subsequently destroyed when no longer needed for the intended purpose;

7. Accrediting organizations, to carry out their functions;

8. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.)

9. In compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance; or

10. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other persons.

NOTE: With the exception of Meredith College officials and staff who have been determined by the College to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a record which is kept with each student's Education Records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information.

Procedures for Accessing Education Records

The student requests the custodian to allow him or her to inspect the education records. The student may ask for an explanation and/or copy of the record. (The price of copies shall not exceed the cost of duplicating the record.) After consultation with the custodian, errors may be corrected at that time by the custodian. If there is a disagreement between the student and the custodian as to the correctness of the data contained in the record, the student may submit a request for a formal hearing. The request and the formal challenge to the content of the records must be presented in writing to an Appeals Committee appointed by the President of Meredith College. The chairman of the committee shall call a meeting no later than 45 days after receipt of the written appeal and challenge. The committee will allow the student to present evidence to substantiate appeal and shall render a written decision to the student within 45 days after the meeting.

NOTE: This procedure does not provide for a hearing to contest an academic grade.

Exclusions

Right of access does not include:

1. Financial records of parents or any information therein;

2. Confidential letters and statements of recommendations which were placed in the education record of a student prior to January 1, 1975;

3. Records to which access has been waived by a student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)

Destruction of Education Records

Education records may be destroyed, except that a student shall be granted access prior to destruction if such is requested.

Informing Students

Meredith College informs its students of the policy governing privacy rights of students' education records by publishing the policy in the Student Handbook.

Registrar

(See Dean of Undergraduate Instruction and Registrar.)

Summer School

There are 3 three-week sessions of summer school held on the Meredith campus each summer. Registration is on the first day of each term, and the full tuition for the term is due at that time.

Normally a student may take only one course per session. A brochure listing the proposed summer courses is available in the Registrar's Office early in the spring semester.

Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith before they can be added to the academic record. Approval forms for visitation courses are available in the Registrar's Office.

On-campus housing is available to Meredith students during the summer only to those students who are eligible for housing in the fall and spring terms and:

- Attending summer school at Meredith,
- Attending summer school at CRC institutions, with permission from the Registrar to visit away,
- Working full-time on campus (40 hrs. per week), or
- Working as an intern or co-op student receiving credit from Meredith.

Students must vacate their rooms immediately after the completion of their summer school term, internship, job or co-op. Housing fees (including meals) are assessed on a weekly basis.

Testing

If a student's semester exam schedule includes more than two tests within a 24-hour period, she may request to reschedule the third exam.

Transcripts

Students may receive official copies of their college transcripts from the Registrar's Office for $2.00 per copy. The

student's signature is required before a transcript can be released. Requests should not be made by phone.

Withdrawals

If a student wishes to withdraw from the College and terminate her enrollment, it is her responsibility to have a conference with her academic adviser, the Dean of Students, the Academic Dean, and if on financial assistance, with the Director of Financial Assistance, to complete the withdrawal form and leave her official college records in good standing. Upon completion of withdrawal, she will be expected to complete proper check-out, vacate her room, and return her room key to her Residence Director within forty-eight hours.

NOTE: Any room deposit refund due the student will be mailed from the Business Office at a later date.

When a student decides to return to Meredith after withdrawing, she applies for re-admission through the Admissions office.

NOTE: See Leave of Absence for temporary withdrawal.

Honor System

The Honor System is a long-cherished tradition and a basis for all life at Meredith. Based upon the principles of integrity, fulfillment of community obligations, and responsibility to one's fellow citizens, the purpose of the System is to maintain an atmosphere of trust and honor throughout the entire Meredith community and to prevent this trust from being weakened by the dishonorable actions of a few. It is intended neither simply to punish students who do not abide by the Code, nor to place restrictions on a student which conflict with her personal values. The Honor System must be an integral and basic part of the life of every student at Meredith. The willingness of each student to accept full responsibility for her actions and to abide by the standards set by her fellow students is imperative to a community of mutual trust. It is essential that each student commit herself to abide by and uphold Meredith's Honor Code and system of self-government. Only in this manner can the entire student body keep the benefits of a community of trust and integrity which the Honor System fosters.

NOTE: Enrollment is not complete until a student has signed the Honor Pledge.

Statement of Honor

We, the Meredith Community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken.

If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community.

In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for insuring that the Honor System is at all times carried out.

Honor Pledge

I do solemnly pledge my honor that as long as I am a student at Meredith College, I will faithfully uphold the principles of the Honor Code and will respect and observe the procedures and requirements of the Honor System. I also pledge my support to our system of self-government, an integral part of our way of life at Meredith College. I make this pledge in view of my fellow students thus signifying our high resolve to keep our honor forever sacred and our self-government forever strong.

Honor Council

The Honor Council is composed of the chair; the secretary; two representatives from the freshman, sophomore, junior and senior classes; the solicitor general; the support counselor, two commuter representatives, and four faculty members, who are appointed for a two-year term by the Academic Dean. The Dean of Students and/or her designee shall serve as a non-voting member and as adviser.

The minimum number of board members present at any hearing is eight. These include the chair, the secretary, and the adviser as non-voting members, and five voting members who shall be comprised of one faculty representative and four student representatives, all to be appointed on a rotating basis by the chair.

The Honor Council shall not convene during exam weeks except for those cases involving graduating seniors.

NOTE: A summer Honor Council composed of the chair (when possible), one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer Residence Director, and the Dean of Students or her designee, shall hear cases occurring after the final day of classes of summer school except for those cases deferred until the beginning of the fall semester. The services of a Support Counselor and Solicitor General may not be available, and the appeal process will not include a Review Board.

Honor Code Violations

The Honor Council acts on violations of the Honor Code. Violations of the Honor Code include, among others:

Academic dishonesty, including, but not limited to:

- Unauthorized copying, collaboration or acceptance of assistance in the preparation of written work or laboratory work;
- **Plagiarism**—which is defined as the intentional representation of another person's words, thoughts, or ideas as one's own;
- The use of notes, books or other unauthorized aids on examinations;
- Stating that assignments are completed when they are not (i.e. parallel readings) or aiding and abetting a dishonest action of another student.

Theft or misuse of, or damage to any personal property on institutional premises, any academically related personal property wherever located, or any college property.

Violation of any "college policies" as set forth in this Student Handbook.

Alteration, forgery, falsification, abuse, or fraudulent misuse of college documents, records or identification cards.

Violation of rules governing the residence halls, the health center, the library, the dining hall and other college owned, operated or regulated property.

Conduct resulting in physical or psychological harm to another or which otherwise threatens or endangered the health or safety of any such person.

Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, operation or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.

Disorderly Conduct on college-owned, operated, or controlled property or at college-sponsored functions. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent or obscene.

Possession of firearms or other weapons on college property or at college- sponsored functions.

Unauthorized entry into or occupation of, or trespass upon college facilities or property.

Unauthorized use of name of the College or the names of member organizations in the College community.

Intentional abuse of a position of trust or responsibility within the College community.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Failure to follow directions given by College officials or staff members in the exercise of their official duties.

Any violation of federal, state or local law if such directly affects the College's pursuit of its proper educational purposes.

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Aiding or abetting any violation of the Honor Code.

Any other conduct which is undesirable or unacceptable, or interferes with or threatens the College's ability to fulfill its educational purposes.

NOTE: A student may be accused of more than one violation as a result of a single incident.

Ignorance of a rule or regulation shall not be accepted as a defense by the honor council.

Reporting A Violation of the Honor Code

- Self-referral

  If a student realizes that she has

violated the Honor Code, she is encouraged and expected to report herself to the Solicitor General.

- Report by another student

  If a student witnesses or suspects that an infraction has occurred, she has two paths she may follow. She may confront the suspected student, or she may refer her suspicion directly to the Solicitor General or Residence Life Staff.

- Report by a member of the faculty or the administrative staff

  If a teacher suspects a student of academic dishonesty and is able to ascertain the facts of the case, it is the teacher's responsibility to inform the student and request that she report herself to the Solicitor General or the Vice President for Student Development. Should the student not make the report, the faculty member should do so.

Penalties

One or more of the following penalties or other deemed appropriate by the Honor Council may be imposed upon students for violations of the Honor Code, depending upon the gravity of the offense:

Papers

A student may be required to write a paper so that she can critically examine her behavior and decision making process. The length and due date of the paper will be determined by the Honor Council.

Presentations

A student may be required to design an educational presentation or program. The Honor Council will determine the topic, time, and location of the presentation.

Community Service

A student may be required to render a specified number of hours of community service to be performed on campus as designated by the Honor Council.

Warning

Written notice that continuation or repetition of the cited conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Reprimand

A written censure including the possibility of more severe disciplinary penalties in the event of the finding of another violation of the Honor Code within a stated period of time. Other components are as follows:

- Notification of parents to be considered by the Vice President for Student Development.
- Students while on reprimand are ineligible to run or be appointed to SGA offices (See Bylaws - Article I, Section 4). Duration of the period of reprimand will be specified for each case.

Probation

Probation is a set period of time during which the student is to give exceedingly careful attention to her behavior in order to affirm her ability to abide by the Meredith College rules and regulations.

- *Notification of parents*
  Within two weeks following the final hearing, a copy of the written notification of penalty shall be sent to the parents by the chair of the Honor Council accompanied by a letter from the Vice President for Student Development.
- *Statement of offense*
  To be placed in confidential file in the Office of Vice President for Student Development.
- *Notification of Academic Adviser*
- *Students while on probation* are ineligible to run or be appointed to SGA offices (See Bylaws - Article I, Section 4).

IMPORTANT–PLEASE NOTE that if at any time a student who is on probation is found guilty of another violation of the Honor Code, she may be suspended for a minimum of one semester or expelled from the College. Components of a probation are as follows:

Restitution
Reimbursement for damages to or misappropriation of property and/or reimbursement for medical expenses for injury of the person.

Fines
A student may be charged a fine for an Honor Code offense. The amount of the fine may be a pre-set amount, or determined by the Honor Council, and used for the benefit of the Meredith College community.

Suspension
Exclusion from classes and other privileges or activities related to the College for a minimum of one semester as set forth in the Notice of Suspension. Other components are as follows:

- If after a 48-hour period following her notification of suspension the student has not appealed, the decision will be submitted to the President of the College for final approval.
- In the case of immediate suspension, the student must vacate the campus within 24 hours following the final decision of the president.
- The student may apply for re-admission to Meredith after the specified period of suspension.
- Parents will be notified by the President of the College.
- Action will be recorded on official records in the Office of the Vice President for Student Development and the Office of the Registrar. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

Expulsion
Termination of student status. Other attributes are as follows: If after a 48-hour period following her notification of expulsion the student has not appealed, the decision will be submitted to the President of the College for final approval. In the case of immediate

expulsion, the student must vacate the campus within 24 hours following the decision of the President.

- The student shall not have the privilege to apply for re-admission to the College. Expulsion shall be recorded on official college records in the Office of the Registrar and the Office of the Vice President for Student Development.
- A student who chooses to appeal shall continue attending classes during the appeal process; continued class attendance, however, shall have no effect on the outcome of the appeal.
- Parents will be notified by the President of the College.

NOTE: Penalties resulting from cases involving academic dishonesty shall include the right of the professor to levy any additional academic penalty he/she shall deem appropriate.

Appeals

A student may appeal Honor Council action to the Review Board by presenting in person written notice of her appeal to the Vice President for Student Development within 48 hours of her Honor Council hearing. The Notice of Appeal must state clearly the reason for the appeal. The Review Board Hearing shall occur on the Friday following the Notice of Appeal (unless another hearing has been scheduled; in which case, the hearing shall be scheduled by Wednesday of the following week).

The appellant shall have a maximum of five minutes to present her appeal to the Review Board.

The action of the Review Board is final except for the right of the student charged to appeal to the President of the College in cases of suspension or expulsion. A student may appeal a Review Board decision by presenting her written appeal to the Vice President for Student Development within 48 hours of the Review Board Hearing. The Vice President for Student Development will then present the appeal accompanied with relevant case documents to the President for his review and decision.

Following consultation with an advisory committee made up of the Dean of the College, the Chair of the Faculty Affairs Committee, and the Chair of the Student Life Committee, the President shall reach a decision and give formal, written notice to the accused and to the Chair of the Honor Council within ten days after receiving the notice of appeal. The action of the President is final.

A student may appeal an automatic fine to the Honor Council by giving written notice of her appeal to the Solicitor General within 48 hours of receipt of the notification of the fine. Decision of the Honor Council is final.

Appeals from an Honor Council hearing presented during fall exam week will be heard at the beginning of the following semester unless the case involves a graduating senior. Appeals presented during spring semester exam week will be heard if possible.

CRC Students

Students participating in the Cooperative Raleigh Colleges (CRC) Program who are accused of academic dishonesty are liable to the judiciary process of the host institution.

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Commuter Students

Commuter students' cases will be handled by the Honor Council.

Honor Council Officers and Members

Chairperson	Kristen Tyvoll
Secretary	Angie McGlamery
Solicitor General	Amanda White
Support Counselor	Mindi Outlaw
Senior Representatives	Kimberly Zucker, TBA
Junior Representatives	Arinn Dixon, Wendy Kelly
Sophomore Representatives	Dondi Pate, Beth Sumrell
Freshman Representatives	To Be Elected
AMC Representatives	Tara Flanagan, Karen Jones
WINGS Representatives	Ellen Condelli, Annabelle Rutherford
Administrative Adviser	Dean Sharon Cannon
Adviser	Michelle Aheron

Honor Council Faculty Representatives

Robin Colby
John Creagh
Louise Reiss
Bern Shuey

Review Board Officers and Members

Chair	(Fall)	Lori Miller
	(Spring)	Christina Steward
Secretary		Elizabeth Carter
Members		Amy Hester, Shannon Smith Bonnie Williams, Kristen Tyvoll— Honor Council Chair

Review Board Faculty Representatives

Lori Brown
Nan Miller
Burgunde Winz

Adviser

Vice President for Student Development
Dr. Jean Jackson

NOTE: For further information related to the honor system refer to the SGA Constitution (Article XI).

College Policies and Regulations

Alcoholic Beverages

The College strongly discourages the use of alcoholic beverages by Meredith students. Students shall not possess or consume intoxicants on the campus or at any college-sponsored functions. A student may not attend class while under the influence of alcohol. Meredith students are expected to represent the College with dignity at all times. Any amount of alcohol shall be considered "possession" and shall result in judicial action. Any alcoholic beverage bottle kept as a memento must be carefully rinsed before bringing the bottle onto campus and must remain uncorked.

Automobile Regulations and Fees

Student Parking Permits

At the beginning of each semester, all students may qualify for the privilege of bringing a car on campus by presenting the registration card of the car being registered, signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal. Forms and decals may be obtained from the Security Office. Adequate parking is provided for all those who qualify.

Fee Schedule for Parking Permits

Annual resident permit	$125.00
Annual commuter permit:	
9 or more credit hours	75.00
Fewer than 9 credit hours	40.00

Permits are payable each fall. Refunds will be prorated by semester.

Parking Regulations

The following parking practices are specifically prohibited:

- Double parking.
- Parking on lawns, landscaped areas, sidewalks, or other areas not set aside for parking.
- Parking in such a manner as to block traffic, parked vehicles, or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES.
- Parking in an area designated for registration decals other than the one displayed.
- Parking in visitors' area with a current Meredith decal.
- Parking an unregistered vehicle anywhere on the Meredith campus.
- Parking in a space reserved for

Residence Directors and Residence Life Staff.

- Students are not allowed to park on the front drive, in front of Johnson Hall, Jones Auditorium, or Vann Residence Hall at any time.

- Parking regulations are enforced 7 days per week, 24 hours per day.

- No warning tickets are given. Parking fines are $10.00*, Auto boot fines are $35.00.

***Fines for parking in handicap and firelanes are $35.00**

Unregistered cars with accumulation of 3 or more tickets will be Autobooted and will not be released until all fines are paid. (*An Auto-boot is a device that clamps to the wheel of a car. Attempts to move a car with an Auto-boot will result in serious damage to the car.)

NOTE: Meredith College does not assume responsibility for any vehicle parked on campus.

Temporary Parking Permits for Students

Any student not permanently registered may purchase a temporary permit at $1.00 per day.

For Family and Guests

All cars are required to be registered. Students are responsible for the proper parking and registration of family and guest vehicles. There is no charge for permits for family and guests. Students should become familiar with all visitor parking areas and direct their guests to proper areas. Guests' vehicles are also subject to being ticketed or Auto-booted.

Dan Shattuck, Chief of Security, 829-8524

Campus ID Cards/CamCards

All Meredith students are required to have a Meredith picture identification card. "Meredith student" is defined to be any student, except non-Meredith students enrolled through the Cooperating Raleigh Colleges program, registered for at least one academic credit course through the Meredith College Registrar or the John E. Weems Graduate School, ID cards are required of all individuals in order to check out library materials, for student access to residence halls between 7:00 p.m. and 7:00 a.m., and for general identification purposes around the campus. Identification cards are made free of charge in the CamTel/CamCard Office, 3rd floor Johnson Hall.

Any individual who has a picture identification card may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be used as a CamCard and will give access to the Secure Spending Account for purchases in the Meredith Supply Store, certain campus vending operations, campus photocopy machines, and for individual meal purchases in the Dining Hall and the Snack Bar. Deposits may be made in person at the CamTel/CamCard Office or by mail.

Lost or stolen identification cards and /or CamCards should be reported immediately to the CamTel/CamCard Office.

Closing Hours

Campus closing hours are 1:00 a.m. Sunday through Thursday, and 2:00 a.m. Friday and Saturday. At this time all cars entering the campus must stop at the gatehouse. Only those cars with justifiable reason may continue onto campus.

All campus classroom buildings will normally be opened at 7:00 a.m. and locked at 11:00 p.m. seven days a week. At 11:00 p.m., a Meredith student who is in a classroom building may remain there under the following circumstances:

- have her Meredith ID in her possession
- report her specific location to Campus Security (8524)
- be accompanied by another Meredith student at all times*

All non-Meredith students must leave the classroom buildings at 11:00 p.m. After 1:00 a.m., students must notify campus security when they leave the building. It is the student's responsibility to insure that any door she exits locks behind her.

The above schedule applies only during the regular academic calendar (holidays excluded) and does not include the swimming pool or the library. Check at those locations for current hours.

***All students are encouraged to work with a partner any time they are in a classroom building after dark.**

- Johnson Hall is open at 7:00 a.m. and locked most evenings at 6:00 p.m.
- The Faircloth Gate is opened at 6:00 a.m. and locked each evening at 12:00 midnight. During holidays and other specified times the Faircloth Gate may be locked earlier in the day.
- Residence Halls are locked daily between 7:00 p.m. and 7:00 a.m. Access is by Meredith CamCard at specified doors. Check the college calendar for special lock-up times related to holidays.

Contractual Agreements

Any contractual agreement for which the College must issue a check or upon which the name of Meredith College appears must have the signature of the Vice President for Business and Finance. This policy includes any club, organization, group or individual acting directly or indirectly as a part of the College. Organization advisers and/or sponsors must approve the agreement which is to be signed by the vice president and must deliver a copy of that agreement to the vice president.

Male Guests on Campus

Except during an Open House, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student or when waiting for her.

Men may call from the following phones:

- Pay phone beside front door in Johnson Hall.
- Pay phone on the breezeway

between Johnson Hall and Brewer.

- Campus phones on the breezeways between Johnson, Vann, and Brewer.
- Campus phones at parlor entrances of Vann, Stringfield, Brewer and Faircloth.
- Campus phone at front entrance to Poteat.
- Campus phone at driveway entrance to Heilman.
- Campus phone at driveway entrance to Barefoot.
- Campus phone at front entrance of International House.

CAMPUS LOCATIONS FOR VISITING WITH MALE GUESTS:

- First-floor parlors.
- Weatherspoon Gymnasium during the hours posted by the Physical Education Department. Equipment must be returned to its proper place upon leaving.
- Cate Center snack bar, lounge or bookstore.

NOTE: Use of the lake area at night is discouraged.

- Unaccompanied men are not allowed in the courtyards after dark.
- Men are not allowed anywhere on campus after campus closing hours except to return Meredith students to campus.

(For more information, see Male Guests.)

Dress

At all times, appropriate and socially acceptable standards of dress are expected of Meredith students.

For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

Drugs

Meredith believes it essential to the well-being of her students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows:

Meredith College students shall not manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance. The terms "controlled substance" and "counterfeit controlled substance" shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found guilty, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to the North Carolina law.

Freshman Regulations

Freshmen observe the same regulations as all other students with the addition of the following:

- During 1995-96, freshman will be allowed to register and keep cars on campus. This policy will be reviewed annually.
- Freshmen must attend three hall meetings during freshman orientation. Other required meetings are scheduled in the Student Activities Calendar.
- Freshmen must attend all sessions of the First Year Experience Series. This series consists of four sessions held throughout the fall semester on Monday evenings. Sessions are designed to enhance each first year student's college experience by introducing her to campus and community resources and informing her about issues which may affect her life as a student and as a young woman.

For detailed information about residence life, refer to the following topics: Closing Hours, Judicial Policies, College Policies.

Grievance Procedures

Academic Problems

Students who are experiencing academic problems either with a grade or other conditions of the course should first discuss the matter with the professor. It is the professor's responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head. Should further action be required, the matter should be reported to the Dean of Undergraduate Instruction and Registrar or if warranted, the Vice President and Dean of the College.

Only a teacher may change a grade, unless it is appealed to the Academic Council.

Discrimination

Anyone at Meredith who experiences discrimination on the basis of race, creed, national or ethnic origin should discuss the matter with either the Vice President for Student Development or the Vice President and Dean of the College, who will consider the matter for appropriate action.

Housing Problems

A student who experiences a housing problem during the academic year should discuss the problem with the Resident Assistant responsible for her floor or the Residence Director responsible for her residence hall. If the problem cannot be resolved through discussion with the Resident Assistant or the Residence Director, the student may make an appointment with the Director of Residence Life for further consideration.

Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Anyone who experiences sexual advances by another member of the Meredith community which she/he considers inappropriate should discuss the matter with either the Vice President for Student

Development or the Dean of the College. After careful consideration, appropriate action will be taken.

Health Related Issues

AIDS

Students or employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted in their access to College services or facilities, unless medically-based judgment in individual cases establishes that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. Individuals with the AIDS virus will be expected to maintain appropriate health practices in relationship to other members of the Meredith community.

Sexually Transmitted Diseases

Students with sexually transmitted diseases will not be excluded from enrollment or restricted in their access to College services or facilities, but they may be requested to relocate their housing if that is deemed appropriate by the Director of Residence Life.

Other Communicable Diseases

The College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until she is medically no longer deemed contagious.

NOTE: The College attempts to respect the privacy of students in all health-related matters.

Immunization Records

A law has been enacted by the General Assembly of North Carolina which requires all students who are new enrollees in the college/university system to present proof of immunization to the Director of Health Services prior to matriculation. The law became effective July 1, 1986, and requires proof of certain immunizations as evidence of protection against specific vaccine preventable diseases. Students must present, as a minimum, the following verification: 1) 3 DPT or DT Series, proof of DT Vac Booster within last 10 years. 2) Proof of two doses of Rubeola, Rubella, and Mumps vaccine. 3) Proof of TB screening test, TB tine or PPD, within one year prior to enrollment. An acceptable record of immunization can be acquired from a high school record, personal shot record, or the local health department if immunizations were received there.

All immunization records will be screened carefully by this institution, and if deficiencies are found, the student will be notified and will be given 30 days after matriculation to comply.

Students who fail to comply with these requirements will not be permitted to remain in attendance at Meredith College.

Self-Injury

Any student who harms or threatens to harm herself or another will be immediately referred to a designated physician or counselor for assessment. The student will not be allowed to return to campus without written documentation from the counseling physician or counselor that it is safe for her to do so and with the approval of the Vice President for Student Development. Parents and appropriate College officials

may be notified immediately at the discretion of the Vice President for Student Development or Health Services, or other personnel on duty.

Intra-Campus Mail Service

Intra-Campus Mail Services are provided for the convenience of Meredith students and organizations. Only Meredith organizations may use the intra-campus mail distribution. Any person or organization must secure approval from the Director of Student Activities to use Meredith campus mail (Post Office) for information distribution.

Inspection of Rooms

Meredith reserves the right to inspect all rooms in the residence halls at any given time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage and compliance with college policies. Students will be responsible for any damage to college property.

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Lake

Near the Elva Bryan McIver Amphitheater is a lovely setting with a small lake—one of Meredith's well-known landmarks. Many Meredith students find the lake area perfect for study, quiet conversation, relaxation, or contemplation. Social events, such as picnics, are often held there, as are more official gatherings, such as Class Day and graduation exercises.

Use of the lake is discouraged at night for security reasons. Swimming in the lake is discouraged quite strongly because the lake is small and land-locked.

Male Guests

For reasons of privacy and security, males are allowed in the residence halls only in the first floor parlors and only when accompanied by a Meredith student or waiting for an arranged meeting. Residence Directors and Residence Hall Presidents may grant special permission for men to carry heavy items* to or from a student's room. This permission does not include visiting privileges in the residence hall; therefore, men should not linger on the halls after they have completed the task for which they were granted permission. The person giving permission to a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. An annual "move-in" day may be designated each fall at which time men may assist with the move-in process.

**Heavy items include: refrigerators, heavy trunks, cinder blocks, book shelves, heavy furniture, unusually bulky or large items.*

- Fathers of Meredith students and brothers under the age of twelve are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.

- Males unaccompanied by a Meredith

student are not allowed in the courtyard after dark unless they are enroute to a residence hall first-floor parlor for an arranged meeting.

- Males are not allowed on campus after closing hours except to accompany students back to their residence halls. Then the men must immediately leave campus.

Married Students

Failure to declare marital status immediately will be regarded as intentional falsification of all college records.

Meredith Seal and Logo

The College seal is the official "stamp" of Meredith and should be used formally—on college-wide event programs, documentations, diplomas, etc.

The Meredith seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith's motto, the single work LUX meaning light—the light of the mind and the light of the soul.

The Meredith College logo was redesigned in the spring of 1993 in an effort to update the look of the logo.

While the use of the logo is appropriate in most instances, use of the seal should be more carefully considered because of its formal connotations. The Office of College Communications should approve the use of the college seal and logo.

Off-Campus Events

All college policies as stated in the Meredith student Handbook shall be followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. An "off -campus, college sponsored function" is any event or activity held off of campus grounds that is organized and hosted by Meredith College or a recognized campus organization(s). "College sponsored" means that Meredith College is aware of and has approved the event or activity. "Recognized campus organization(s)" refers only to those listed in the Campus Organizations section of the Student Handbook.

- Students shall not possess alcoholic beverages at any college-sponsored function.

- Students shall not demonstrate inappropriate behavior at any college-sponsored function. Inappropriate behavior is any behavior by any person present at a college sponsored function reflecting negatively upon Meredith College or resulting in an unreasonable risk or harm to that person or others. That person will be asked to leave a function if she/he demonstrates inappropriate behavior such as fighting, shoving, disruption of other's enjoyment, getting publicly sick, passing out, inappropriate dress.

- Meredith students shall not possess or consume drugs illegally at any college-sponsored function.

- Meredith students shall be responsi-

ble for informing their guests attending off campus functions of college policies to be followed.

- Anyone violating these policies will be brought before Honor Council.

Procedures to be followed for off-campus, college-sponsored functions:

- The adviser to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. In the case that there is not an adviser, the Director of Student Activities shall be notified.

- The Meredith Security Office shall be notified as to the time, place, date, and nature of the off-campus event.

- Meredith College security officers shall be hired by the sponsoring organization to attend each off-campus, college-sponsored dance or other social functions requiring them. The purpose of hiring the security officers shall be to aid the sponsoring organization in its responsibility to maintain order and prevent inappropriate behavior. Any person exhibiting inappropriate behavior shall be asked to leave the function immediately. However, if by leaving the person presents a clear danger to her/himself or others, the sponsoring organizations may take resonable steps to insure that the person is safely transported from the function, including, but not limited to, calling the appropriate law enforcement agency.

- Additional security shall be hired by the organization sponsoring the event if required to do so by the management of the off-campus building or area being used.

Off-Campus Responsibility

Meredith College assumes no liability for any student when that student is off the Meredith College campus. Each student is personally responsible for her own safety, her own actions, and the results of her own decisions.

Family Communications

The College reserves the right to contact the family of Meredith students whenever it is deemed necessary or appropriate regarding student behavior or other student or campus-related matters.

Performances and Publications

All public performances and all publications will be discussed in advance with the member of the faculty or administration sponsoring or advising the organization.

Publicity and Advertising

Meredith related announcements may be posted on individual hall bulletin boards. No publicity articles should be placed on residence hall outside doors or on the doors of other campus buildings (including dining hall and in breezeway areas).

Approval for posting or distributing announcements of non-Meredith College social events must be secured from the Student Activities Office prior to posting. Non-approved announcements will be removed. A bulletin board is available in Cate Center on which two copies of announcements of non-Meredith events may be posted.

Leave of Absence

A currently-enrolled student may request from the registrar a leave of absence for up to one year without having to apply for re-admission as long as she is in good academic, social and financial standing at Meredith. Except in an emergency situation, the leave of absence must be requested in writing prior to departure from the College. If a student should decide to take college work elsewhere while on leave, she must apply for visitation credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or non-compliance with the leave policy, a student must follow re-admission procedure below.

A student is in good academic standing if she will not be on academic probation at the end of the term in which she applies for the leave of absence. She is in good social standing if she is not on social probation and if there is no case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees and other charges in the accounting office.

Re-Admission

A student who was previously enrolled at Meredith but who did not complete the semester immediately preceding the term she wishes to enter must apply for re-admission. The exception to this policy is the student who was granted a leave of absence, who has complied with the terms of the leave, and who-enrolls within the allotted leave time. *(See above.)*

Residence Requirement

Campus residence halls are a living/learning environment which provides a supportive community for student development.

1. Freshman and sophomore students under the age of 23 must live in the residence halls or reside with their parents, husbands, or (with special permission) a close relative. Freshman and transfer students who enter the College over the age of 21 may apply for special permission to live off campus.

2. Juniors and seniors may apply to live off campus.

3. Campus housing is available to undergraduate students under the age of 23. Housing is not available to students 23 or older unless they entered Meredith prior to the age of 21 and are completing a continuous undergraduate four-year program. Students who enroll between the ages of 21 and 23 may submit a request for an extension of on-campus accommodations to the Director of Housing for consideration. Foreign students, 23 or older, enrolled in an undergraduate degree program may request special consideration for on-campus housing.

4. Students interested in housing during the summer terms must check with the Office of Residence Life for housing options and stipulations.

5. Residential policies will be reviewed annually.

Returned Checks

In the case of returned checks the Accounting Office will automatically re-

deposit the check at no charge. If the check is returned a second time, it is charged to the student's account and a $20.00 handling fee is added.

Two returned checks will result in the loss of check cashing privileges on campus for the remainder of the academic year.

Self-Determining Hours

All students at Meredith enjoy self-determining hours. See after-hours check-in procedures under Residence Life.

Smoking Policy

Out of consideration for members of the College community who choose not to smoke or are allergic to smoke, smoking is prohibited in classrooms, conference and seminar rooms, libraries, laboratories and shops, storage and work rooms, auditorium, foyers, dining areas, halls, restrooms, stairwells, lounges, reception rooms (including secretaries' offices) and other public areas. Resident students who smoke are housed together on smoking halls and are required to refrain from smoking in commonly shared facilities, i.e. parlors, kitchens, hallways, and hall baths.

Social Sororities

Students do not have social sororities of any name or kind on the campus, whether national or local, affiliated or unaffiliated.

Solicitation Policy

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by off-campus persons, organizations or business is strictly prohibited unless authorized by the Vice President for Student Development or by the Director of Student Activities and Leadership Development. Any use of college facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances will off-campus persons be allowed to solicit door-to-door.

Any business or company requesting to give a program or presentation is to be referred to the Director of Student Activities to be channeled through the appropriate organization.

Any religious organization requesting to give a program or presentation is to be referred to the Campus Minister to be channeled through his office.

Sunbathing

Sunbathing is permitted only in the area between Faircloth, Brewer, Heilman and Barefoot. En route to and from designated sunbathing areas, students must wear cover-ups over their bathing attire.

The sunbathing area is restricted to women only. Students choosing to sit on the campus lawn in areas other than the sunbathing area must be fully clothed in attire suitable to wear to class.

Weapons/Firearms

Possession of weapons/firearms is strictly prohibited on-campus and at college-sponsored functions.

Withholding Grades

Transcripts and grades may be withheld at the discretion of College officials for lack of payment of College fees and fines.

Campus Life

Campus Life

Participation in campus life is essential to the education of students at Meredith College. Education at Meredith is not limited to class lectures, assignments, labs and tests but extends into every facet of daily life. Meredith is committed to providing rich and varied opportunities for fun, fellowship, leadership and personal growth through an extensive variety of activities, sports, performing arts, organizations, and living arrangements.

Having joined the Meredith community, each student should seek that level of involvement which will allow her to experience personal growth and development, will challenge her to new achievements, and will engage her in the fun and excitement of the college experience.

Equal opportunities are afforded to all students, and every student is encouraged to become fully participatory in the life of the campus.

Welcome to the Meredith College community. We are here to learn together in the classroom, on the athletic field, in the cafeteria; at social events, through clubs and organizations, and wherever we find ourselves together. As a part of the Meredith community, we are here to learn about life and to grow as human beings.

It is within our halls and walls that we learn more about who we are as individuals and as community members committed to common values. Our community values include commitment to Meredith's honor code and our own personal integrity. We are Meredith College when we respect the dignity of others, when we appreciate the differences which make each person unique, when we are honest, and when we honor the rights and needs of our fellow community members.

We also are Meredith College when we reach out to those among us who have stumbled. Let us support one another and challenge ourselves to grow, feel, love and learn. Our campus life staff is part of this special community. Please call us whenever you need our support and encouragement.

Sharon Cannon

SHARON CANNON, DEAN OF STUDENTS

Religious Environment/Organizations

Meredith College seeks to maintain an environment which is supportive of Christian traditions and ideals and which fosters personal integrity, intellectual freedom, and academic excellence. Baptists bring a tradition of religious freedom with respect for different belief systems, and of personal freedom of the individual to be responsible in matters of faith. In shaping the religious environment at Meredith, the College seeks to support the freedom of each student to choose her own faith, and also seeks to foster an environment in which these different religious perspectives are supportive and respectful of the resulting diversity. Meredith welcomes those religious traditions which share this appreciation of diversity, which affirm the freedom of the individual, and which support the college experience.

For those students of the Christian faith, the College's traditional student group is the Meredith Christian Association, which welcomes students of all faiths and denominations. MCA offers opportunities for local ministry projects, study groups, programs, recreation, worship, conferences and retreats and summer missions. MCA encourages respect for diversity and student involvement in local churches.

An Interfaith Council, under the administrative supervision of the campus minister, guides and coordinates all religious organizations granted permission to form a campus organization. Students interested in forming a campus religious organization or club must submit the appropriate documents to the SGA Senate for consideration for approval.

The Campus Minister provides guidance for the development of religious programs on campus and serves as adviser to MCA. The Campus Minister and staff are available to the college community for counseling pertaining to religious questions, religious vocations, and personal problems.

Commuter Life

Dorothy Sizemore, Director for Commuter Life, 829-8338

Although it often takes additional effort, commuter students are encouraged to become fully involved in the life and leadership of the campus. Opportunities for leadership and participation are equally available to commuters; the responsibility for commitment to these opportunities rests with each student.

Office for Commuter Life

To assist with commuter student involvement, an Office for Commuter Life is located on the second floor of Cate Center. There you will find information concerning all facets of campus activities and opportunities. This office remains open until 7:00 p.m. on Tuesday evenings for commuter convenience. Also, on the second floor of Cate Center are lounges for relaxation, study areas, two computer rooms, snack bar, telephone, and a vending machine area with a microwave and refrigerator available for commuter use. Up-to-date bulletin boards are located near the lounge and study area for information pertinent to the commuter student and campus life.

Freshman Commuter Assistants

An upper-class student chosen to be the Freshman Commuter Assistant is avail-

able to welcome freshman commuters and to assist with their adjustment to campus life. She serves a comparable roll to the Resident Assistant, answering questions, leading weekly freshman commuter meetings, and serving as a peer counselor. Weekly freshmen commuter meetings are held in the Freshman Center in Vann Hall and are required of all freshman commuters.

Association of Meredith Commuters

AMC is an active campus organization whose primary mission is to keep commuter students informed and to encourage involvement in campus events and activities. At bi-weekly meetings students discuss policies, concerns and requests related to commuter life, enjoy a variety of programs and guest speakers, and receive up-to-date campus information. AMC publishes a monthly newsletter addressing up-coming events, concerns, and other important information.

Rules and Regulations Governing Commuter Students

Commuter students are expected to follow all college policies, rules and regulations as set forth in the Student Handbook. See specific policies or regulations for details.

Residence Life

Paula O'Briant, Director of Residence Life, 829-8633

Resident students at Meredith enjoy many opportunities. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively and benefit from the creative interaction of residence life.

The Residence Life Staff provides a program of student services designed to enrich the quality of life of Meredith students. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience activity. The Residence Life Staff has made a commitment to enrich and supplement the classroom experience by directing attention to an array of activities and programming which would contribute to the wholistic development of students. The Residence Life Staff includes the Director of Residence Life, Residence Directors, Resident Assistants and Residence Hall Presidents.

Residence Directors

Residence Directors live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. Residence Directors supervise the work of Resident Assistants and serve as advisers and resource persons for many organizations on campus.

A rotating duty schedule for Residence Directors is posted on each hall beside the phone. Emergencies should be reported immediately to the Residence Director on duty, who is in constant contact with Security.

If you need to contact an RD on duty:

- Call the RD apartment number listed

below; if RD does not answer,

- Call the beeper # 9-310-1298; WAIT to hear three beeps.
- Dial the NUMBER FROM WHICH YOU ARE CALLING.
- HANG UP.
- REMAIN BY THAT PHONE—RD will return your call as quickly as possible.

Residence Directors

Vann
Libby Mulinnix, 829-8525

Stringfield, Carroll
Kathy Geibert, 829-8520

Brewer
Paula Daniels, 829-8527

Faircloth, International House
Rene Moon, 829- 8508

Poteat
Marge Stevens, 829-8506

Barefoot/Heilman
Michelle Aheron, 829-7812

Resident Assistants

Resident Assistants are selected in April by a selection committee appointed by the Director of Residence Life. Selection follows an in-depth application process which includes a formal written application, three references, a group interview, and a personal interview. Resident Assistants are part of the staff of the Office of Residence Life and receive financial compensation.

A Resident Assistant resides on each floor of the residence hall, is supervised by the Residence Director of her residence hall, and serves as her assistant. Her primary responsibilities include the following:

- To be accessible to the students on her hall for assistance and counsel.
- To uphold and enforce the Honor Code.
- To encourage student participation in campus activities.
- To facilitate good campus communication.
- To uphold the Quiet Hours Policy as stated in this Student Handbook.
- To create a positive living-learning environment on her hall which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

Residence Assistants

Vann	Amy Manning
	Elisabeth Corson
	Amanda Price
	Elizabeth Briggs
Stringfield	Barbara Laubach
	Melissa Blackwood
	Chrysta Jolley
	Jaime Smith

Brewer	Christine Laughin Lisa Corey Spencer Brewer Paige Rogers
Faircloth	Emily Edwards Carolyn Parnell Kate Bearden Renee McGuire
Noel	Heather Hunt
Poteat	Shannon Barefoot Donna Gurganus Mary Burger
Barefoot	Amy Johnson
Heilman	Molly Shepherd

Rules and Regulations Governing Residence Halls

Advance Payment for Housing Reservation

Each spring students planning to return to Meredith in the fall must pay a non-refundable advance payment of $100 to reserve a campus room.

Baby-sitting in Residence Halls

Students interested in baby-sitting are encourage to baby-sit in the employer's home. Baby-sitting in the residence hall is permitted:

- Only for very short periods of time;
- Only if the sitter is present with the child at all times;
- Never at night;
- Never during quiet hours; and
- Restricted to children 9 years of age or younger.

As this is a personal arrangement between a student and the child's parent/guardian, the College assumes no responsibility for any child under the care of a Meredith student, either on-campus or off-campus.

Bicycles

Bicycles are to be stored in the bike racks outside unless they can be disassembled and stored in the student's room in such a way as to not create a fire hazard or infringe on a roommate's space. Bicycles found anywhere other that in the bike rack or in the student's room will be impounded by Security to be returned to the student at the end of the semester to take home. The penalty for violation of this policy is a $15 fine.

Card Access to Residence Halls

In an effort to provide as secure a living environment as possible, all residence halls are locked from 7:00 p.m until 7:00 a.m. Students access the building through specially equipped doors by using their student identification cards. Students must exercise utmost care to protect their ID Card, and immediately report any lost or stolen card to the CamCard office.

Check-In/Check-Out of Room Procedures

Check-In

1. Pick up room key in parlor of respective residence hall.

2. Complete room Check-In Form with RA on hall.

3. Sign and date Check-In Form (both RA and student)

4. Leave the Check-In/Check-out Form with RA.

5. RA files Check-In/Check-Out Forms with RD.

Check-Out

If a student is graduating, withdrawing from school or moving off campus:

1. Make an appointment with RA to complete room check-out.

2. Remove all belongings from room.

3. Put all trash in appropriate containers provided by Housekeeping.

4. Clean and sweep room and bathroom and clear walls. (Do not sweep trash into hall.)

5. Be sure all college furniture is in the room and reattach all headboards to beds.

6. Meet with RA for room check for cleanliness and damages.
**Residence Life makes a preliminary inspection; Housekeeping makes final inspection.

7. Both student and RA sign and date Check-Out Form and Room Damage Deposit Refund Request.

8. Leave room key, check-out form, and Room Damage Deposit Refund Request with RA.

9. After Housekeeping has made the final room check and assessed any necessary changes, the refund request will be forwarded to the Accounting Office.

10. The Accounting Office will refund by mail the damage deposit or part of it depending on damage assessment.

If a student is changing to another campus room...

1. Follow steps 1-8 listed above in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit Refund Request.

2. Follow steps 1-4 listed under Check-In Procedure for new room.

If a student is returning for following semester...

Follow steps 1-8 list in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit Refund Request. If damage charges are assessed, the student will be notified.

****Last occupant to check-out leaves the phone in the room, locks the bathroom connecting door, then locks the door to her room before turning in her Check-out Form and key. (Students are responsible for the security of their phone and cable vision cable.)*

Housing Notes:

****A student must vacate her room within 48 hours after deciding to leave campus. A student not planning to return following Christmas break must remove all belongings before leaving for break. A student who, during Christmas Break, decides not to return must remove all belongings prior to date students return to campus. (See schedule of charges.)*

****Remove all personal items from storage areas before the last day of exams. Items*

left in storage after graduation day will be disposed of.

****Remember, no summer storage!*

****If the Check-in/Check-out Form is not completed properly, the damage deposit will be assessed according to the Schedule of Charges.*

****This procedure must be followed each time a student vacates a room (or moves to another on-campus room). Failure to follow procedure will result in charges against the Residence Damage Deposit.*

SCHEDULE OF CHARGES

The following is a schedule of charges used by Housekeeping when accessing cleaning and damage fees against the room damage deposit.

1. Failure to follow the proper check-in/check-out procedures including the failure to sign and date the room Check-in/Check-out Form, and failure to notify the RD or RA before permanently leaving campus will result in a $50 charge.

2. Failure to vacate room within stated time will result in a $25 charge.

3. Failure to turn in key within 24 hours after the completed room check-out with the Resident Assistant will result in a $30 charge. (lock must be replaced)

4. A $15 charge will be made for failure to return your room to its move-in condition (i.e., trash on the floor, desk tops and dresser tops soiled, under beds and closets needing cleaning.)

5. Charges for cleaning bathroom areas will be assessed as follows: Whole bath area - $30 (floor and cabinets included); Whole bath with shower stall - $30 (floor and cabinets included) Dirty tub - $10; Commode - $10; Shower and Shower door $15; Sink - $5.

6. Charges for damages to any room and/or bathroom to which you are assigned or its contents will be assessed as follows:

- Repairing or papering walls or woodwork - full deposit
- Removal of material from walls (tape, gum, tacks, nails, etc.) - $20
- Broken closet door - replacement cost
- Missing clothes rod - $5
- Missing furniture or room accessories - actual replacement cost
- Defacing of furniture requiring refinishing - full deposit
- Replacement of carpet - actual replacement cost
- Missing telephone - full deposit
- Missing TV cable - $20
- Unassembled furniture in room - $25
- Broken bed - full deposit
- Broken dresser drawers - $15
- Broken desk - full deposit
- Broken chairs - $15
- Broken mirrors - replacement cost
- Broken towel racks - $5; Broken soap dish $5
- Paint on carpet - cleaning cost
- Broken tile - replacement cost

***Cost of repair for damage of common property (parlor, hallway, bathroom,*

etc.) will be shared by those students responsible.

*** When the cost of repairs for damages in a room exceed the maximum damage deposit, responsible student(s) will be required to make full restitution.*

Closing Hours

Meredith's campus closing hours are as follows:

Sunday — Thursday	1:00 a.m.
Friday — Saturday	2:00 a.m.

At these times all cars entering the campus must stop at the gatehouse on the front drive. (Only those cars with Meredith students or with justifiable reason will be allowed to proceed.

Procedures are as follows:

- Meredith students present Meredith ID or driver's license.
- Non-students present drivers' license, which will be retained by security until they leave campus. No one will be allowed to enter campus without proper identification.
- Proceed to appropriate designated campus location.
- If driver of car is a Meredith student, she proceeds to her designated parking lot.
- If driver is not a Meredith student, s/he proceeds to the residence hall of the Meredith student(s); unloads passenger(s); returns immediately to gatehouse to reclaim ID; exits campus.
- Meredith student(s) proceed(s) to entry door of residence hall.

IMPORTANT: PLEASE NOTE that any student returning to campus after hours without her Meredith ID will be fined $5. She will have 72 hours in which to appeal her fine to security before the charge is forwarded to the Accounting Office.

Students are encouraged never to leave campus without their Meredith ID.

Please note that the Faircloth gate will be locked nightly at 11:00 p.m.

For increased safety, numerous residence hall doors are not to be used for exit after 7:00 p.m. (See below for locations.) Residents are responsible for knowing which doors are exit doors and must use these doors after 7:00 p.m.

IMPORTANT!! PLEASE NOTE!! In order to provide optimum security for all students in the residence halls.

ONLY THE FOLLOWING DOORS MAY BE USED FOR ENTRY AND EXIT BETWEEN 7:00 P.M. AND 7:00 A.M.

END DOORS AND BREEZEWAY DOORS OF ALL RESIDENCE HALLS WITH THE FOLLOWING EXCEPTIONS:

Faircloth - only breezeway door

Poteat - Front door and end door

Noel House - Front door

Carroll - Stringfield end door

Fire Safety Rules

No electrical appliance of any kind, i.e. hairdryer, curling iron, curlers, may be used in a residence hall unless it is Underwriters' Laboratories listed. Students are expected to use all appliances with the utmost safety methods. *Electrical cooking appliances, iron, and sun lamps may not be used in students' rooms. Any cooking appliances found on campus will be taken to the Housekeeping Office, and upon request, will be returned to the student at the end of the semester to be taken home. Microwave ovens are available on each floor; kitchens are provided. Unattended irons must be unplugged and stored in student's room.Electrical cooking appliances must be left at home. Battery operated appliances are permitted.

*Any extension cord used in the residence halls must be HEAVY DUTY. Any extension cord which is plugged directly into a wall socket must be heavy duty with a fuse. Explanation: Plug a heavy duty cord with a fuse directly into the wall socket. If the cord is not long enough, plug an additional heavy duty cord into the cord with a fuse. (Do not use a light extension cord in the residence hall for any reason! A heavy-duty cord will be about the size of your little finger.)

*Candles or open flame items may not be used. No flammable chemicals are to be kept in residence halls.

*Electric Christmas tree lights may not be used anywhere in the residence halls. Battery operated lights are permitted. All decorations must be non-flammable or treated with fire retardant chemicals. This includes trees.

*Metal trash cans are recommended.

*All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. This includes no bicycle storage in stairwells or hallways.

*No personal items may be left in hallways at any time.

- All stairwell doors, which act as floor separations and fire doors, are to be kept closed at all times.

- Storage areas must be kept orderly with no storage of cardboard boxes.

- All students must exit buildings immediately when fire drills are held.

- Students are requested not to smoke in bed and to handle all smoking materials with utmost care.

- No tissue paper or other flammable materials may be placed on hall walls or doors except on designated bulletin boards.

- Posters and notices cannot be placed on exit doors, stairwell doors and walls. Use bulletin boards and room doors only.

Violation of these policies will result in a $15 fine.

Fire Drills

Frequent fire drills are held for the safety

of all students. Failure to participate cooperatively in a fire drill will result in a $15 fine. Repeated failure to cooperate in the fire drill procedures will result in judicial action. *(For specific fire drill procedures, see Security and Emergency Procedures.)*

Guests

A Meredith student is responsible for the appropriate behavior of her campus guests. A guest is expected to observe the same regulations as her hostess. The hostess should register her guest (female) before 11:00 p.m. with the Residence Director on duty; who will issue to her a guest pass. If the guest arrives after closing hours, the student must register her with a security guard. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted onto campus if she does not have a guest pass or is not accompanied by her Meredith hostess.

A female guest will be allowed to stay overnight on campus only if her hostess is also on campus. Guests will be responsible for paying for all meals eaten in the dining hall. *(See dining hall fee schedule.)*

Hall Council

Each residence hall has a Hall Council to assist with governance and programming. The Hall Council is composed of the Residence Hall President, two or more representatives from each floor, the Resident Assistant, and Residence Director, who also serves as adviser.

Hall Meetings

Freshman hall meetings are held during the week of freshman orientation and scheduled throughout the rest of the year.

Three upperclass hall meetings are held during each semester, as scheduled in the Student Activities Calendar. All hall meetings are required.

Holiday Closings

Residence halls will be closed during the holidays and vacations including fall break, Thanksgiving, Christmas, Easter, and spring vacation. Students must vacate the residence halls at the stated time of each closing. A $15 fine will be given for each 15 minutes late leaving.

Heilman Residence Hall will remain open during fall break, spring break, and Easter for ONLY those students who must remain in Raleigh because of full-time employment, student teaching, internships or co-op positions. Students needing a place to stay during these breaks must make their own arrangements in Barefoot and then register their location in the Residence Life Office. No meals are provided.

Housing Specifications

(See Room Descriptions and Room Regulations)

Freshmen are assigned to rooms in Vann, Stringfield, Brewer, and Carroll residence halls. Residence Hall Presidents elected from upperclassmen, plus their suites, reside in Vann and Stringfield. Upper-class Resident Assistants and their suites reside on each hall.

The upper-class residence halls also have Residence Hall Presidents with Resident Assistants on each hall. Upperclass students are housed in Brewer,

Faircloth, Poteat, Barefoot, and Heilman residence halls. Housing assignments are made in the spring for the following fall, giving priority to eligible seniors, then juniors, then sophomores (eligible, in this case, meaning those who have paid their Advance Payment for Housing Reservations by February 15). Actual room assignment is made on a random basis.

Students may not move from one room to another without permission from her RD and the Director of Residence Life. Students may change rooms without charge during the third through sixth week of each semester and between semesters. A room change at any other time is subject to a $15 processing fee.

Students vacating the residence halls are expected to do so within the specified time. Anyone violating the specified time frame will be fined a minimum of $25.

The College reserves the right to move a student to a different room if a reassignment is deemed appropriate by the Director of Residence Life.

If a student wishes to change her room or roommate, it is requested that she wait until two weeks after classes start. In order to make room changes, first make arrangements with the other student/s involved; second, obtain a Room Change Form from the Resident Assistant; third, complete and secure the signatures of all involved and take the form to the Residence Director and the Director of Residence Life for their signatures; fourth, follow the proper check-in/check-out procedures as outlined earlier in this section; and fifth, move.

Students with a communicable disease or who exhibit inappropriate and unacceptable community behavior may be required to move off-campus.

Noel House

Special housing in the Noel House is available for students who have a strong international interest. Students will be carefully selected from applicants who are foreign language majors, or minors, international studies majors, international students, or students who have a strong international interest. Special programming is planned for the Noel House residents including seminars on subjects of international interest, international movies and special cultural events.

Applications are directed to the Residence Life Office.

Keys

Each resident student must secure a key to her room in the respective parlor of her residence hall or from her RD. Keys are not to be duplicated and are to be returned when the room is vacated. Lost keys are to be reported immediately to the Environmental Services Offices with a request for a lock change. A charge of $30 will be made against the student's Residence Damage Deposit for a lock replacement and new key.

Students are requested to keep their doors locked at all times and to carry their key at all times. If you are locked out of your room, contact the following people according to the following hours:

Monday through Friday

9:00 a.m. - 3:30 p.m. — Housekeeping Office, 829-8560 (or your RD if housekeeping is unavailable.)

3:30p.m. - 11:00 p.m. — RD in your building if available, or Security.

11:00 p.m. - 9:00 a.m. — Security, 829- 8524

WEEKENDS

3:30 p.m. Friday to 9:00 a.m. Monday - Security, 829-8524 (unless your RD is on weekend duty, in which case you may call her.)

- A $5 fine will be charged each time a master key must be used to open a locked door and must be paid to the Accounting Office within 24 hours. Students will be required to show their Meredith ID before the door will be unlocked.

- If rooms are exchanged during the academic year, all keys must be returned and exchanged for keys to the new room. Keys must be returned within 24 hours when vacating the campus.

Kitchens

Student kitchens are located on the first floor of Vann, Brewer, Stringfield, and Faircloth; on each floor of Poteat, Heilman, Barefoot, Noel House and on second floor of Carroll, and may be used before 12:00 midnight. Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them.

Laundry Rooms

Automatic washers and dryers can be found in the following locations:

Vann	1st & 4th floors
Stringfield	1st & 4th floors
Faircloth	1st & 4th floors
Brewer	1st & 3rd floors

Poteat
1st, 2nd, 3rd and ground floors

Barefoot
1st, 2nd, 3rd & 4th floors

Heilman
1st, 2nd, & 3rd floors

Noel House
1st floor

Carroll Residence Hall
basement

There is a $.75 charge for each washer and a $.75 charge for each dryer. Washers and dryers should not be used to wash and dry bedspreads or rugs. If a machine malfunctions, call Environmental Services Office, 829-8560. *(No machine may be used after 11:00 p.m.)*

Ironing boards are provided, but students must supply irons. Irons left on the pressing boards should be unplugged when unattended. No pressing is to be done in students' rooms.

Maintenance Requests

Requests for Maintenance, Housekeeping, and Grounds-Keeping may be made to the Environmental Services Office, 829-8560.

Married Students

Married students who meet the residence requirements may live in the Meredith residence halls under the following conditions:

- On-campus housing for a married student must be approved by the

Director of Residence Life.

- All student government regulations apply to married students according to their academic classification.

- All residence hall rules and regulations apply to married students.

Off-campus Housing Option

During the 1995-96 academic year a policy for off-campus housing will be available for Junior and Senior students. Students requesting to live off campus must have completed at least 60 hours, have a 2.0 GPA, and have parental approval. Students should be aware that when moving off campus they are no longer eligible to receive services in the Health Center unless they pay the $70.00 health fee. Students off campus do not have dining privileges unless they pay for their meals.

Open House

A maximum of three Open Houses per semester occur on designated Saturdays or Sundays during specified afternoon hours. All Open Houses are coordinated with other major campus activities listed in the Student Activities Calendar.

Parlors

Parlors are located on each floor of the residence hall for the enjoyment and use of each resident. Please treat your parlor as you would the living room of your own home. Try to keep the parlors tidy, and respect the rights of others sharing the parlor. Do not use the parlor for any kind of painting project or construction project, i.e. Cornhuskin' props, organization banners, etc.

Quiet Hours

Reasonable quiet shall be observed in the residence halls at all times and "busy" signs shall be respected. Quiet hours shall be observed during study hours from 7:30 p.m. to 7:00 a.m. Sunday through Thursday and from 12:00 midnight to 7:00 a.m. Friday and Saturday. Moderate quiet hours shall be observed during morning class hours. Radios, stereos, televisions, or other musical instruments must not be heard outside the room during quiet hours. Those not observing quiet hours will be subject to judicial action. Twenty-four hour quiet is observed during final exam week. *(Each Residence Hall may designate a 2-hour period within each 24-hour period during exam week as "Loud Hours.")*

Residence Damage Deposit

A Resident Damage Deposit will be returned when the student leaves the College if the following occurred:

- Proper check-out procedure was followed by the student each time a room was vacated.

- No damage to rooms occupied by the student during her entire stay at Meredith (including key return).

- Room was left clean at check-out each year.

Any time charges are assessed against the deposit, the student will be notified. If cumulative charges exceed

original deposit, the student will be notified to replenish her Room Damage Deposit. Grades and transcripts may be withheld if damage charges exceed, at any time, the balance of the deposit.

Roofs

Persons are not permitted on the roof or ledge of any campus building. Repair cost for roof or window damage caused by persons on these areas will be paid by the responsible student.

Room Descriptions

Rooms on first, second, and third floors of Vann, Stringfield, Brewer, and Faircloth Residence Halls measure 11' x 16' except for rooms 119 Vann, 121 Stringfield, 122 Faircloth, and 121 Brewer which measure approximately 15.5' x 16.5'.

There is a pair of windows in each room which measures 78"W x 75"L except in rooms numbered 114, 115, (108, 109 in Vann), 218, 219, 318, 319; these measure 72"W x 106"L. Each window has a venetian blind. In rooms 119 Vann, 121 Stringfield, 122 Faircloth, and 121 Brewer, there is an addition to the pair of windows measuring 78"W x 75"L a smaller window which measures 30"W x 46"L. The beds are 20" from the floor.

The rooms on fourth floor of Stringfield, Vann, Brewer, and Faircloth are irregular sizes. Measurements will be provided by the Office of Residence Life upon request. Each room on fourth floor Stringfield, Vann, Brewer, and Faircloth has two dormer windows with venetian blinds, except rooms numbered as follows: Van 404, 411, one window each; Vann 407; three windows; Stringfield 403, 415, one window each; Faircloth 401, 402, 405, 416, 419, one window each; Brewer 401, 402, 404, 405, 406, 414, one window each; Brewer 403, 407, three windows. Brewer 412, Faircloth 410, Vann 400, and Stringfield 407 have one double window which measures 71.5"W x 47"L. All other windows are approximately 35"W x 48"L.

The rooms on second floor Carroll are irregular in size. Measurements will be furnished by the Office of Residence Life upon request. Windows on second floor Carroll measure 48"W x 61"L, except room 205 which has one window 48"W x 61"L and one window 72"W x 61"L. Rooms 206, 208, 210, and 214 have one window each: rooms 201, 204, and 207 have two windows and 213 has four windows. Mattresses for the twin beds in each room are 76" x 36" and are 21" from the floor.

Rooms on 1st, 2nd, and 3rd Poteat Residence Hall measure 11'6" x 21' and are equipped with built-in furniture. Mattresses for the twin beds are 76" x 36" and are 21" from the floor. Each room has a window 40"W x 62"L. The rooms on the ground floor of Poteat are irregular in size. Measurements will be provided by the Office of Residence Life upon request. Each room has a window which measures 49.5"W x 44.25"L. Bathroom facilities are located on the hall.

Rooms on first, second, and third floors of Barefoot and Heilman Residence Halls are 12' x 15'3" and are carpeted and equipped with built-in furniture. Windows are 36"W x 75"L and the height of the bed from the floor is 21".

Rooms on fourth floor Barefoot measure 14' x 24' with 2 dormer windows measuring 46"W x 58"L. Rooms are

equipped with built-in furniture. Bathroom facilities are located on the hall. Beds measure 20" from the floor.

Rooms in Noel House measure approximately 12'x 15' and have one window which measures 3'W x 4'L. Noel House is carpeted and bathroom facilities are located on the hall.

All residence halls are air-conditioned. Each student is provided a single bed, a dresser, a desk, a chair, telephone and a closet. Each student brings her own bedding, including mattress cover and pillow; shower curtain; and floor cleaning appliance. All rooms are painted or wallpapered off-white.

Room Regulations

- Each room must be personally inspected by the Resident Assistant and the new occupant before moving into the room. Proper check-in procedures must be followed in order to avoid a $25.00 charge against the Residence Damage Deposit.

- Every student must secure a key to her room before moving into a room. If rooms are changed during the year, the proper check-in/check-out procedure must be followed. Keys must be returned to the RD before leaving the College.

- The College cannot be held responsible for articles misplaced or lost. **Rooms should be locked when students are out**.

- Students may not be destructive to college property when decorating rooms. They may not paint furniture or rooms, nor mar walls or doors with paint. Students will be required to pay for damage done to college property.

- **Furniture must not be removed from any room or parlor.**

- Curtain rods must be left in rooms.

- **Students may not keep animals or pets in the residence halls.*

- **Students may not put trunks, luggage, boxes, clothes racks, bicycles, etc., in the halls (Rooms are available in most residence halls for storage of luggage during the academic year.)*

- **Bicycles may not be kept inside the residence halls unless they can be disassembled and stored in the student's room in such a way as to not create a fire hazard. Bicycle racks are installed near each residence hall.*

- Small refrigerators (3.1 cubic feet maximum) are permitted.

- No microwave ovens are permitted.

- No small heaters are permitted.

- For health reasons, all dishes should be properly cleaned after use. There are to be no dirty dishes left on halls, in rooms, or in kitchens. No dishes from the Dining Hall

are to be taken to student rooms.

- Building of lofts is discouraged. No loft attached to walls or permanent construction is permitted. Any free-standing construction must be removed from the campus by the student at the end of each year. The College assumes no responsibility for student problems incurred because of lofts.

- No electrical cooking appliances may be used in student rooms. All cooking must be done in the residence hall kitchens using the major appliance.

- Draperies should be made of fire resistant materials.

- **Only heavy duty extension cords with circuit breakers may be used.*

****Violation of these policies will result in a $15 fine.***

Room/Hall Search

Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage and compliance with college policies. A Residence Director has the responsibility and the power to conduct an immediate room search if she detects alcohol, drugs, or males in a residence hall.

The College also reserves the right to conduct room searches, locker searches, and motor vehicle searches, because of reasonable suspicion of a violation of college policies. Procedures shall be followed to ensure the protection of the student and her property.

On occasion, an entire hall may be searched. If this should occur, each resident of the hall will be requested to remain in the hall parlor until her suite and motor vehicle have been searched thoroughly. A study room will be provided and each student will be allowed one phone call to cancel any prior arrangements. A hall search will also include a search of the cars of the hall residents. Careful procedures will be followed to insure that the search is conducted properly and as quickly as possible.

If a report is made to the Solicitor General that one or more students are suspected of violating the Honor Code, (i.e. possession of alcohol, possession of drugs, males in residence hall rooms, theft of personal property) and no specific information is given about a particular room, a warning may be given in person to the entire hall by the Solicitor General. If there is reason to believe that a violation has previously occurred in a specific room but no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persist, a search may be conducted.

Safety Regulations–Miscellaneous

- **Sporting Equipment such as skates, skateboards, roller blades or other similar items may not be used within residence halls.*

- Running in halls is prohibited.

- Sleeping in halls is prohibited.
- Climbing on any roof or ledge is prohibited.

Violation of policy will result in a $15 fine.

Security

Meredith College takes seriously the need to exercise reasonable care for safety and security of her students. Security officers patrol the grounds 24 hours a day; residence halls are locked daily for 7:00 p.m. to 7:00 a.m.; Campus Security is readily available at all times through the use of mobile telephones, ext. 8524.

Personal security, however, is the responsibility of each student. Students are expected to keep their room doors locked—especially at night; students should walk in pairs or groups after dark; students are expected to alert security immediately if any uninvited or suspicious individual is sighted on campus. **Do your part to keep yourself safe—and our campus a safe place to live!**

Smoking in Residence Halls

Smoking is prohibited in all commonly shared areas of the residence halls, i.e. hallways, hall parlors, kitchens, hall bathrooms, storage rooms. Violators will receive a $10 fine.

Students may smoke in their rooms with their doors closed unless they reside on a non-smoking hall. If a resident of a non-smoking hall is caught smoking in her room, the school has the right to move her to a smoking hall.

Storage

There are storage rooms in most of the residence halls for luggage storage during the academic year. Bicycles, appliances of any kind, Meredith furniture, etc., may not be stored in storage rooms. Please have identification on outside and inside of luggage. Because of fire regulations, cardboard boxes may not be stored in the storage room. The College is not responsible for lost articles.

If summer storage is needed, there are private commercial mini-storage facilities within five miles of campus.

Any items of clothing, carpets, etc., left in rooms or storage rooms at the end of the spring semester will be disposed of by the Housekeeping staff.

Telephones

Meredith provides a private telephone service to each residence hall room. The charge is included as part of the student room fee. There is no installation charge or monthly service charge.

Students receive discount long-distant service through the College. Individualized monthly statements are provided by CamTel, and charges are payable directly to Meredith College.

The cost of repairs to or replacement of telephones and related equipment in a student's room will be deducted from the room damage deposit. Students will only be charged for those repairs made necessary as a result of abuse of the telephone equipment. Repairs as a result of normal use will not be charged to the student. Decisions concerning charges will be made by the technician at the time of the repair and will be final.

If you receive repeated obscene phone calls, call Glen Sanderson at 829-8434.

Cablevision

All dorm rooms have basic Cablevision channels. Arrangements for premium channel boxes (HBO, Cinemax, etc.) must be made with Cablevision. All installation of boxes and cables is done by Cablevision of Raleigh. Any student experiencing problems may call the appropriate number:

Reception or equipment problems — 834-8744
Billing — 833-9650
Customer Service — 832-2225

Problems or questions that are unresolved regarding Cablevision of Raleigh should be addressed to the Raleigh Cable Franchise Administration at 831-6278. The jumper cable connected to the wall remains with the room. If removed, a $20 charge will be deducted from the room deposit.

MCTV

Channels 5, 10 & 13 are cablecast from **Meredith Cable Television (MCTV)** located in room 71 of the Carlyle Campbell Library. Channels 10 & 13 air video programming for educational purposes only. Programming guides can be found in Cate Center Lobby. Commercial business or "for-profit" programming is not aired on any MCTV channel.

Channel 5 is Meredith's 24-hour infocenter. **It's fast, easy and free,** to post campus events, classified ads, etc., simply call 829-8448 and select #1.

MCTV provides video editing and post production facilities for educational projects and commercials for campus events. Appointments are necessary; dial MCTV and select #7.

If you need to videotape an event or class project, look for the Video Project Board next to MCTV. The video crew list has names and phone numbers of students trained in the video production class who will volunteer to help you!

Any questions or concerns regarding MCTV or the Meredith Video Club should be directed to Cindy Bowling, Cable Administrator and adviser for the club. Select #7 when you call 829-8448.

Tornado Drills

Tornado drills are held each semester. Participation is required of each student. Students are to move to the center of the first floor of each building when the tornado alarm sounds. (See Tornado Alert, Emergency Procedures.)

Weapons

Weapons of any kind are not permitted on campus. Violators will be brought before the Honor Council.

Windows

Windows are to be kept closed and locked at all times to assist with the regulation of cooling and heating and with security. Entry or exit through windows is prohibited. Communication through open windows is also prohibited.

Student Services and Activities

Student Services

ATM Machines

A Wachovia automated teller machine is located in the lobby of Cate Center. The machine will provide most of the services normally available at ATM machines, except it will not accept deposits. There is no fee to customers of Wachovia Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6 a.m. until 11 p.m.

CamCard

A CamCard photo ID is issued to every new student during registration. This card is essential in many transactions on the Meredith campus and the Raleigh community.

The ID/CamCard is required in order for resident students to access their residence halls and to use the Meredith dining services. In addition, students have the option to deposit money on the card for "Secure Spending" at many locations around the campus. The CamCard is accepted at the Meredith Supply Store, the snack bar in Cate Center, photocopiers, most vending machines, and is required in order to check out library materials. For more information related to depositing money in a "Secure Spending" account, please contact the CamCard office at ext. 2813.

Students should carry their CamCard with them at all times but especially when leaving campus.

There is a $5.00 charge to replace lost or stolen ID's.

Campus Minister

Sam Carothers, Campus Minister, 829-8346
Penny Ulmer, Secretary, 829-8346

The campus ministry staff seeks to provide guidance for the development of religious programs on the campus as well as to provide a pastoral presence for the campus community. The staff consists of the campus minister, the associate campus minister, and the secretary.

The ministerial staff serves as advisers to the Meredith Christian Association and in addition offers lectures, programs, small group experiences and counseling opportunities for the campus at large. Also, students seeking help in finding a place of worship in the Raleigh community may contact the campus ministry staff for help. Students are invited to visit with the staff and to make use of the Jones Chapel Meditation Room and

Reading Room, as well as to participate in the community worship services each Wednesday at 10:00 a.m.

Career Center

The Meredith College Career Center is a student's vital link between campus and career. The office's professional staff provides a range of programs to help students translate knowledge about themselves into career plans that are meaningful, satisfying, and consistent with their education, experience, and personal values and goals.

The office and adjoining Career Resource Room are located on the second floor of Cate Student Center. Hours of operation are 8:00 a.m. to 5:00 p.m. weekdays. The Resource Room is open one evening per week.

The following services are provided:

Career Exploration and Planning

Individual Career Counseling
Vocational Testing
Academic Majors Fair
SIGI PLUS: Computer-Assisted Career Guidance
Graduate Study Guidance
Graduate/Professional School Expo

Career Planning Seminars

CPS # 101: Career Planning for Freshmen and Sophomores
Academic course that relates personal assessment and vocational exploration to selection of major study and future careers.
One hour pass/fail credit.

CPS # 301: Career Planning for Juniors and Seniors.
Academic course that relates chosen academic major to career fields and focuses on job strategies and implementation.
One hour pass/fail credit.

Cooperative Education

Supervised employment that relates classroom work to future career goals. Full or part-time, paid on-the-job experience. One to four hours credit. Pre-requisites: Sophomore standing, 2.0 GPA.

Employment Assistance

Job Fair
On-Campus Recruiting
Teacher Network Fair
Resume and Interview Preparation
Job Search Consultation
Workshops, Seminars, and Networking events
Credentials Files
Job Listing
Resume Referral
Career Expert: Comprehensive Resume Database and Referral Service

Resource Information

Career Reference Materials
Graduate and Professional School Information
Employer/Information Files
Senior Sourcebook
Meredith Alumnae Network Files
Graduate Follow-up Studies
Career Connection Bulletin

Gordon Folger
Director, 829-8341

Rebecca Highsmith
Assistant Director,829-8341

Valerie Gogal
Assistant Director, 829-8342

Mary Ellen Philen
Office Manager, 829-8342

Ann Phillips
Secretary, 829-8341

Check Cashing

Check cashing services are provided in the Meredith Supply Store to all students with a Meredith CamCard or other picture ID. The amount is limited to $50.00 per day. Parents sending checks to be cashed by students in the Supply Store should keep this dollar limit in mind. There is a $20.00 service fee for each returned check. The amount of the check and the fee will be charged to the student's account. Returned checks are automatically re-deposited before they are charged to the student's account. In cases where two checks have been returned, check cashing privileges are suspended.

College Calendar

Dr. Marie Mason, Campus Activities Coordinator, 829-8533

The College calendar is located in the Office of Dr. Marie Mason (3rd floor of Johnson Hall). Priority is given to campus-wide events and to the earlier date of application. Applications are available in Dr. Mason's office for scheduling events and reserving campus space for specified periods of time. All meetings and all reservations for campus rooms or buildings must be registered.

College Counselor

Beth Meier, Director, 829-8427

Professional counselors are available to talk confidentially with any student who has a personal concern of any kind—social-emotional or academic.

In addition to the counseling service provided on campus, the counselors also have information about available off-campus resources which may be pertinent to students' needs. Programs offered by the Personal Growth and Counseling Center include individual counseling, group counseling, and small group seminars and workshops on a variety of personal growth issues.

Students are encouraged to call anytime for an appointment or stop by the counseling offices located on the 2nd floor of Carroll Health Center. Office hours are 8:00 a.m.-5:00 p.m. or by appointment.

Communication Center, Bulletin Boards and Announcements

Bulletin boards in Cate Center provide a communication center where campus organizations post programs, projects and meeting times. Also banners may be hung on tack strip provided throughout the Cate Center. Each campus organization is responsible for its own announcements, and each publicity item should be dated. To provide adequate space for each organization, all announcements should be put up no earlier than one week prior to the event, and all articles must be removed immediately following the program.

No publicity articles may be placed on residence hall outside doors, on the door of other campus buildings (including dining hall), on inside or outside walls, or breezeway areas. Each residence hall has a designated bulletin board where flyers pertaining to campus events should be posted. Those bulletin board locations are

- Brewer—1st floor near south stairwell

- Faircloth—1st floor near north stairwell
- Vann—1st floor near south stairwell
- Stringfield—1st floor near north stairwell
- Poteat—inside double doors on the first floor
- Barefoot—first floor near south stairwell
- Heilman—1st floor near north stairwell

Approval for posting announcements of non-Meredith College events must be secured from the Office of Student Activities prior to posting. Unapproved announcements will be removed.

Dining Hall

THAD O'BRIANT, FOOD SERVICE DIRECTOR, 829-8377

Dining Hall privileges are for resident students only. Other persons choosing to eat in the dining hall must pay for their meals. Other regulations include:

- Resident students **must** present their CamCard to enter the Food Court in the Dining Hall.
- Commuter students may either use their CamCard or pay cash for their meals in the Dining Hall. The price to commuters who use a CamCard is $3.25 for any meal.
- Students having guests should instruct them to pay a cashier at the entrance to the Food Court.
- Personal dishes and cups are not to be used in the Dining Hall—please use the cups and glasses that are provided.
- Food may not be taken from the Dining Hall at any time without prior permission.
- Guests may not be permitted in the Dining Hall for certain special meals because of the Dining Hall capacity.

MEAL PRICES FOR GUESTS

Breakfast	$3.25
Lunch	$3.80
Dinner	$4.25

Serving Hours

BREAKFAST

Mon.-Fri.	7:15 a.m. - 8:15 a.m.
Sat.-Sun.	8:30 a.m. - 9:30 a.m.

CONTINENTAL BREAKFAST

Mon. Wed. Fri.	8:15 a.m. - 9:15 a.m.

LUNCH

Mon.-Fri.	11:00 a.m. - 1:15 p.m.
Sat.	11:30 a.m. - 1:00 p.m.
Sun.	11:30 a.m. - 1:15 p.m.

DINNER

Mon.-Thurs.	4:30 p.m. - 6:30 p.m.
Fri.-Sun.	4:30 p.m. - 6:00 p.m.

USE OF CAFETERIA EQUIPMENT

Punchbowls, ladles, coolers, and trays can be borrowed from the Dining Hall. We request a two-day notice on what is to be used. The equipment can be picked up between the hours of 9-10 a.m. or 2-4 p.m. each day. A $10.00 deposit is required to handle any damage and the return of the equipment.

Table Tents

Table Tents are permitted in the Dining Hall under the following conditions:

- Only one (1) table tent per table—no exceptions.
- Table tents may not be displayed longer than one week.
- Table tents must remain up-right at all times or they will be discarded.
- Table tents may be removed by the Dining Hall staff at any time because of special events or circumstances.

Financial Assistance

Elizabeth McDuffie, Director, 829-8565
Carol Sanderson, Assistant Director, 829-8565
Betty Harper, Student Employment Co-ordinator, 829-2245

Through its student aid program, Meredith tries to meet the financial need of each student. The Financial Assistance Office, which is located on the second floor of Johnson Hall, administers the program of scholarships, grants, loans, and campus jobs. Any student who feels she needs assistance in order to attend Meredith or who has question about an award that has been received should consult the Financial Assistance.

A student must file a Meredith aid application for Federal Student Aid (FAFSA) for each year she wishes to be considered for assistance. These forms, which are available in the Financial Assistance Office should be filed by February 15; awards are made beginning in early May and usually consist of a package of several types of aid.

A "Job Location and Development" service is also available in the Office of Financial Assistance. Assistance is provided to students seeking off-campus employment and is available to all students.

Assistant for First Year Experience

Chrissie N. Bumgardner, Assistant Director For First Year Experience

Committed to the success of every first year student, the Assistant Director for First Year Experience is available to assist with adjustment concerns, academic concerns and other personal needs. The office is located on the second floor of Cate Center in the Dean of Students suite.

Services for Students with disabilities

The Meredith campus is equipped with ramps to entrances of each residence hall as well as all classroom buildings. Housing is provided on first floors of the residence halls for easier mobility. Special concerns or requests for special services are to be directed to the Dean of Students, Meredith's Disabilities Office.

Health Services

Ruth Pearce, RN,C, Director, 829-8535

The Carroll Health Center staff provides clinical care for minor illnesses, health education, emergency care, health pro-

tection, and disease prevention services for students. Services are maintained under the direction of the Director of Health Services and the college physicians.

A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to matriculation. All health forms are due on the specified date on the instruction sheet. All ocular and dental work should be either attended to before students enter or scheduled for vacations or holidays.

The Health Center hours are 7:00 a.m.-11:00 p.m. Monday-Thursday and 7:00 a.m.-7:00 p.m. Friday. The college physicians are available in the Medical Clinic on Monday and Tuesday at 1:00 p.m. and Thursday and Friday at 8:30 a.m. Students must make an appointment to see the physician on the day of the clinic. Gynecological services are available to students on Wednesday from 9:00 a.m. until 12:00 p.m. for a nominal fee. Appointments must be made through the Health Center for this clinic.

At night (11:00 p.m.-7:00 a.m.) and on weekends, check the Health Center (829-8535) recorded message for advice should you have an illness or emergency.

Health fees, which are included in the residence fee, cover costs of physician and nursing services rendered in the Health Center. Special prescriptions, antibiotics, X-rays, laboratory tests, the Gyn-Clinic, emergency room fees, and consultations with physicians off campus must be paid for by the student. A limited amount of over-the-counter medication is available to students without additional charge. Commuter students may pay the Health Center fee, $80.00 per semester for services.

HEALTH CENTER RULES ARE AS FOLLOWS:

- Only minor illnesses and emergencies will be treated by the Health Services staff.
- Major illnesses will be referred off campus or to family physicians.
- The health services staff is responsible for the diagnosis, treatment of minor illness, and the maintenance of the health records.
- All records are confidential information and are not part of your permanent record at Meredith.
- The notification of parents regarding illness of students is the responsibility of the Health Services staff.
- Students in isolation for contagious diseases are not allowed to receive visitors.
- Transportation to the Health Center can be provided by Campus Security for students who are unable to get there on their own.
- Students should call the nurse prior to coming to the health center after 7:00 p.m. All outside doors are locked for security measures.
- Other avenues of health care available to students are private physicians, urgent care facilities, and the hospital emergency room.

- Students may leave school anytime to see their private physician or enter the hospital for care.

In the Health Center, you will find many brochures, magazines, and books on health issues such as nutrition, health maintenance, and disease. Scales and blood pressure apparatus, as well as video tapes and health software, are available for student use in the Health Promotion Room.

HEALTH SERVICES STAFF
Ruth Pearce, RN-C
Director of Health Services, 829-8535
Melinda McLain, RN-C
Staff Nurse, 829-8535
Loretta Pearson, RN
Staff Nurse, 829-8535
April Connell, MD
College Physician, 829-8535
Sidney Martin, MD
College Physician, 829-8535

Identification Cards

(See CamCards)

Insurance

Student accident insurance is covered by the College for all full-time students. If you desire the optional sickness coverage, you will need to complete the application form available in the Personnel Office, and mail it and the fee prior to October 1. The Sickness Plan is not intended to be a substitute for normal major medical insurance.

Library Services

The Carlyle Campbell Library offers many services and resources to the students and faculty of Meredith. The basic collection of books, periodicals, microfilms, and audio-visual materials is housed in the main library building. In addition, a collection of recordings and scores is found in the music library in Wainwright. (See "Music Library")

Most library materials are loaned for a three-week period and may be renewed for an additional three weeks provided that they are not needed by another patron. The Meredith CamCard must be presented to check out materials. Materials must be renewed in the library.

Reserve materials may be checked out from the Circulation Desk. Professors specify one of the following types of reserve:

- *Strict* — in-library use only,
- *Regular* — used in the library during the day and checked out overnight one hour before the library closes, or
- *Three-day* — to be returned within a three-day period.

Reference books, periodicals, and videotapes do not circulate out of the library building.

Students are responsible for the payment or fines for overdue items, including reserve materials, and for replacement costs of lost items. The fine is ten cents per day per item, or eighty cents per day for reserve materials. If overdue fines are not paid when items are returned to the library, the charges are added to the student's account in the Accounting Office.

Students who wish to use other aca-

demic libraries in Raleigh can obtain a Cooperating Raleigh Colleges (CRC) Interlibrary Loan Form from one of the librarians. This form will enable students to borrow materials at CRC libraries. Students enrolled at Meredith may use other libraries and their resources without the loan form, but no circulation desk will be allowed without the appropriate form and a Meredith ID.

The library staff is available to help students use the library effectively. Some services include: assistance in locating materials and information sources, designing research strategies for papers and projects, and instructions in the use of AV and microfilm equipment, and interlibrary loans.

Food and drinks are not to be brought into the library. Smoking is not allowed in the library.

Carlyle Campbell Library Hours

Mon. — Thurs.	7:45 a.m. - 11:00 pm
Fri.	7:45 a.m. - 9:00 p.m.
Sat.	9:00 a.m. - 5:00 p.m.
Sun.	1:00 p.m. - 11:00 pm

The library is closed during official convocations. Holiday and intersession hours will be posted.

Music Library

The Music Library is located on the first floor of Wainwright Music Building. It houses a collection of recordings and scores and provides a variety of listening facilities.

Recordings may not be checked out of the Music Library; however, scores do circulate and are subject to the same loan period and overdue policies as materials checked out from the Carlyle Campbell Library.

Music Library Hours

Mon. — Thurs.	8:00 a.m. - 11:00 pm
Fri.	8:00 a.m. - 6:00 p.m.
Sat.	12:00 noon - 4:00 p.m.
Sun.	3:00 p.m. - 9:00 p.m.

The Music Library is closed during official convocations. Holidays and intersession hours will be posted.

Lost and Found

Lost and found articles may be turned in to the Security Office.

Post Office

The campus mail room is located on the first floor of Cate Center. Although it is not an official U.S. Post Office, stamps are available for purchase and packages that do not require special handling will be accepted. These services are available between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus.

Resident students are assigned a mail box number that corresponds to their room assignment; the number will change if a student moves to another room.

Student mail boxes have combination locks. Each student will be given her combination upon her arrival on campus. It is the student's responsibility to remember this combination. Mail room employees are not authorized to disclose combinations. If you lose your combination, you may receive it only once more, without charge, during the

school year. To request a lost combination, apply in writing to a campus mail room employee. There will be a 24-hour waiting period before you can receive your combination.

Student mail is put in mail boxes Monday through Saturday, except during student holidays, by 12:00 noon. Any questions concerning arrival of mail should be directed to mail room employees after 12:00 p.m. Students who receive packages by U.S. Mail will receive package slips telling them to come to the window to pick up the packages. Students are required to bring their CamCard in order to receive packages.

UPS (United Parcel Service) packages are picked up in the Facilities Services Department, not in the campus mail room. Notification is placed in the student's mailbox directing her to that department. The Facilities Services Department is located on the third floor of Johnson Hall.

Outgoing mail pick-up is 6:00 a.m. and 5:00 p.m.

The following example shows the proper format for a student mailing address:

Ms. Meredith Student
308 Poteat Residence Hall
Meredith College
Raleigh, NC 27607-5298

Seminars

Numerous seminars are offered throughout the year by the Student Development Division. Topics range from women's health issues to campus adjustment for new students. Call the Dean of Students Office for information on topics, location and time of current seminars.

Personal Growth Seminars — offer students an opportunity to explore issues related to personal problems and concerns, as well as opportunities to experience new challenges for growth, success and personal life enrichment. Personal Growth Seminars are offered in the Counseling Center and in the residence halls.

Freshman Seminar – Meredith College Experience is a freshman seminar course open to all first year students, designed to facilitate a successful transition for women entering higher education. Each section is taught by a faculty/staff member and emphasis is placed upon the process of academic success, individual growth, community development and lifelong learning. Topics in this course will include study skills, communication skills, interpersonal/community relationships, values clarification, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

Academic Success Series – a seminar designed to promote academic success through enriched sessions on study habits, faculty/student relations, writing papers, synthesizing material, taking examinations, and other issues. The seminar is offered in both the fall and spring semesters.

Snack Bar

Campus Dining Services operates a campus snack bar on the second floor of Cate Center, where students can relax and dine in a casual atmosphere. The Snack Bar is open Monday through

Thursday from 7:30 a.m. - 7:00 p.m. and until 4:00 p.m. on Fridays.

Student Supply Store (Book Store)

The Student Supply Store located in Cate Center contains all the necessary textbooks and supplies for academic courses. In addition, the Student Store carries a supply of personal toiletries and novelty items. The Supply Store also allows students to cash checks up to $50. The Student Supply Store is open Monday through Friday 8:00 a.m. to 5:00 p.m.

Technology Services

The Office of Technology Services is charged with the installation and support of phones, faxes and other computer systems. The Help Desk of Technology Services provides one number access for answers to questions dealing with technology issues. Questions ranging from location and hours of computer labs to applying for e-mail accounts, to details on connecting student-owned computers to the campus network are answered at the Help Desk. Dial H-E-L-P (4357) from on-campus or 829-2323 from off-campus.

Computer Services available through the Office of Technology Services include:

- Campus Network providing e-mail accounts for students, faculty and staff, internet access, ALIS access (Carlyle Campbell Library Computer System), and access to Meredith's own gopher and Web pages;
- 3 computer labs (Harris, Joyner, and Ledford) providing access to the Campus Network, 20 486 based computers and 20 ink jet computers in each lab, a variety of software (word-processing, spreadsheets, presentation graphics, statistics, programming languages, desktop publishing, and many curriculum specific packages);
- Computers in each residence hall and Cate Center providing access to the campus network;
- ALIS, the Carlyle Campbell Library Computer System;
- Residence hall rooms wired for access to th Campus Network.

Student Activities and Leadership Development

Office of Student Activities and Leadership Development

CHERYL JENKINS, DIRECTOR, 829-8338

TBA, ASSISTANT DIRECTOR, 829-8338

STUDENT ACTIVITIES BOX OFFICE, 829-8338

Meredith affords students many opportunities to become involved in extracurricular activities. The Office of Student Activities and Leadership Development assists the student in finding an area of service or leadership commensurate with her interests and abilities. These areas include clubs within major departments, student publications, student government service organizations and other associations on campus. The Office assists in developing programs, planning events and helping with the promotion of activities.

The Office of Student Activities and Leadership Development also offers the student opportunities to participate in several self-development programs, and through leadership workshops, retreats and seminars, encourages the student to widen her own personal experience and knowledge. This office is available to assist in whatever way it can to make the student's extracurricular participation an integral part of her educational experience at Meredith.

The Student Activities Calendar, listing activities, is published on an annual basis through the Office of Student Activities as a service to the Meredith community.

The Student Activities Box Office, located in Cate Center, offers numerous services to the Meredith community. Information regarding campus activities, community activities, and many other services are available here.

Campus Clubs and Organizations

There are approximately 78 organizations and clubs on Meredith's campus offering a variety of opportunities for participation and leadership. There is an organization to meet every student's interests, i.e. academics, politics, honors, service, religion, and professional. See listing of clubs and organizations.

Convocation, Worship, Student Assembly/Meetings–M.W.F.–10:00 a.m.

The period from 10:00 to 10:50 a.m. on Mondays, Wednesdays, and Fridays is reserved for convocation, worship and assemblies each week. The weekly schedule is arranged as follows:

- Convocations for the entire Meredith community are held at regular intervals throughout the year. As an integral part of the academic program, these convocations are planned to stimulate and add to the community's spiritual, intellectual and cultural enrichment. All students are expected to attend.

- Services of worship are on Wednesdays. The community seeks to foster its purpose as a Christian institution by meeting together regularly for worship. All members of the college community are encouraged to attend.

- Student assemblies convene on Fridays. They may be required as deemed necessary by the Executive Committee of the Student Government Association. In the event that the student Senate deems a required SGA meeting necessary, it may require such a meeting.

Cultural Opportunities

Campus Programs

Campus-sponsored cultural programs are generally open free of charge to Meredith students. Such opportunities are viewed as part of the total educational program.

- Convocations — Schedules a speaker or performance from various fields to offer a forum for spiritual, intellectual, cultural and social ideas.

- Meredith Performs Series — Offers student theater, music, and dance productions, as well as bringing

outstanding artists, lecturers and performers to enhance the College's program.

- Recitals — Presents Meredith students, faculty, and other performers in concert.
- Art Exhibits — Offers student art majors and other artists the opportunity to display their works. Galleries are in Jones Hall, Johnson Hall, Cate Center, and Gaddy-Hamrick Art Building, as well as other campus locations.
- Symposia — Offered occasionally to explore in-depth certain ideas and issues of concern to the college community.

Intramurals

The Meredith Recreation Association (MRA) sponsors intramurals throughout the year to encourage participation by students in different sports such as basketball, volleyball, soccer, and flag football. The students organize their own teams and submit their team roster and team names to MRA for final approval. MRA may present prizes to the winning teams. Gift certificates, awards, trophies, and special intramural t-shirts have been given in the past. Faculty and staff are also encouraged to participate but are not eligible for points.

Performing Arts

Aqua Angels

For students interested in synchronized swimming, Meredith offers the opportunity to participate in the Aqua Angels, a synchronized swimming group sponsored through the Department of Health, Physical Education, and Dance. The Aqua Angels performs throughout the year. Tryouts are in early November.

Dance/Theater Groups

Meredith Dance Theater

Meredith Dance Theater is a performing dance company which trains the dancers creatively and technically. The year is highlighted by guest residences, workshops, and performances. Participation in Meredith Dance Theater is through auditions only, which are held the first week of the academic year. For further information contact Alyson Colwell-Waber, Director of Dance.

Meredith Performs

Meredith Performs offers a season of music, dance, and theater to Raleigh and the campus community. This performance series serves as the principal laboratory experience for students majoring in theater. Volunteers also come from students, staff, faculty, and friends of the college. Extensive theater experience is not required to work with Meredith Performs, but plan to make friends, learn, and have fun. Actors, singers, and dancers come to open auditions for main stage and studio productions. Backstage workers can stage manage, help with sets, properties, costumes and makeup, lighting and sound, the box office, or publicity. For performing or certain work associated with publications, one-hour credit may be earned by registering for a theater practicum. See the theater faculty or the department office for details.

Musical Groups

Handbell Choir

Students with musical experience (with or without handbell experience) learn a

variety of ringing techniques while rehearsing both sacred and secular repertoire of five octave sets. The choir performs one or two times each semester in worship services and as part of other special programs. Rehearsals are two hours each week.

MEREDITH CHORALE

The Meredith Chorale is the prestigious touring choral group which represents Meredith on an annual tour and on many other occasions in churches, schools, and concert halls. In addition, the Chorale sings for many major campus events. The group rehearses three hours per week. Membership is by audition.

MEREDITH CHORUS

The Meredith Chorus is a large choral ensemble, open to all students who enjoy singing. It performs frequently—in chapel, in the annual Christmas concert, off campus for both church services and concerts, and at other campus events. Rehearsals are three hours each week. Membership is open, without audition, to all interested students, and all are welcome.

MEREDITH ENSEMBLE

The Ensemble is a small hand-picked group of singers, who represent Meredith at dinners, club meetings, and other significant occasions, both on and off campus. The Ensemble performs frequently at these events. It rehearses three hours per week. Membership is by audition.

ORCHESTRA

Students who play orchestral or band instruments are encouraged to audition for one of the community orchestras sponsored by Cooperating Raleigh Colleges and the Wake County Symphony Orchestra League. For information call the music office, ext. 8536.

WIND ENSEMBLE

Meredith's Wind Ensemble is open to all students who play brass, woodwind, or percussion instruments. It rehearses one evening for two hours each week and performs on and off campus.

FLUTE ENSEMBLE

The Flute Ensemble is open to all students who play the flute. It rehearses three hours per week and performs frequently, on and off campus.

Religious Activities

Meredith College offers opportunities for spiritual growth to its students as an integral part of the life of the campus. Many of those options are offered through the work of the campus minister and the Meredith Christian Association. Opportunities for worship, dialogue, "hands-on" ministry, lectures, retreats, conferences and more are available to the community.

In addition, the campus minister and the staff of the office are available to students for counseling or discussion about personal and religious issues. Students are encouraged to come by the office to visit with the staff, to tour the chapel, and to inquire about programs being offered.

Also, as school opens each year, a number of students need assistance in locating a place of worship in the Raleigh community. Regardless of one's faith heritage, the campus minister is

available to provide help to students as they seek out a faith community with which to affiliate. Students may call the office or stop by to talk about local congregations and how to arrange transportation.

Intercollegiate Sports

Meredith offers opportunities for participation on the following intercollegiate teams: basketball, fast-pitch softball, soccer, tennis, and volleyball. Tennis, soccer and volleyball are played in the fall, with practice beginning on the first class day. Basketball is played during the winter season, followed by softball and tennis in the spring. We encourage students who wish to play on an intercollegiate team to participate in one or more sports.

Students also have the option to participate as team managers, scorekeepers, or statisticians.

For further information, contact individual coaches or Dr. Marie Chamblee, the Athletic Director, in the Department of Health, Physical Education, and Dance.

Student Government

All Meredith students are encouraged to become involved in student government. Student involvement is crucial to the effective governance of the campus and is vital to the growth and educational process of the individual student. Each student has a voice in her government through participation in the election to officers, interaction with senators and student life representatives, involvement in the various branches of SGA, and on open-communication policy with student government officers. Opportunities for student leadership and involvement are open to all students through campus elections and membership on numerous boards and committees.

Student Government Offices are located in Cate Center. The SGA office phone number is 829-2248.

Security and Emergency Procedures

The College is patrolled 24 hours a day by college security officers under the direction of Chief Dan Shattuck. Security guards use radio phones while patrolling the campus, investigating complaints, regulating traffic, controlling parking, and supervising the fire prevention program.

As an additional security measure, Meredith is closed to the public between 1 a.m. weeknights/2 a.m. weekends and 6 a.m. daily.

Security—Shared Responsibility

Although the college takes seriously the need to provide a campus which is as safe as possible, it is extremely important that each student assume the responsibility for her own personal safety. No environment can be assumed to be totally safe, so each person must be constantly alert to her own safety and that of her fellow students.

Campus Emergency Procedures

MONDAY-FRIDAY
8:00 A.M.-5:00 P.M.

- Call Campus Security by dialing 829- 8524 on a campus phone, or
- Call switchboard operator by dialing "O" on campus phone, or by dialing 829-8600 on a private phone line.
- Notify the Residence Director of the student involved in the emergency.

MONDAY-FRIDAY
5:00 P.M.-8:00 A.M. AND WEEKENDS

- Call Campus Security by dialing 829-8524 on a campus phone. *Remember to let the phone ring at least four rings.*
- Call Residence Director on duty. (Use beeper number 9-981-3576, if she cannot be reached at her extension.) Wait to hear 3 beeps, then DIAL the number where you may be reached. Hang up. Wait beside the phone until RD returns your call.

Medical Emergency Procedures

7:00 A.M.-11:00 P.M. MONDAY - THURSDAY
7:00 A.M.-7:00 P.M. FRIDAY

- Call the Carroll Health Center (829-8535) and make the nurse aware of the emergency. She will then determine and procure necessary care for the patient.

11:00 P.M.-7:00 A.M. WEEKNIGHTS AND WEEKENDS

- Call the Residence Director on call and Security (829-8524) (RD "on call" schedules are posted by each hall phone.)

- If at any time you believe it is necessary to call the Rescue Squad before contacting the nurse, do so. Remember that any time the Rescue Squad is called, security needs to be notified so that they can direct the Rescue Squad to the emergency site.

- ***The person receiving the services of the Rescue Squad will be responsible for all fees charged by this service.***

FIRE DRILLS

PRIOR TO FIRE DRILL:

Residence Hall Board Chair

- During the first week of school coordinates check of fire alarm equipment with the Office of the Director of Residence Life and Maintenance.

- Designates the date and time for the drill (first drill must be held during the first two weeks of each semester) and announces it at the regular meeting of the Board.

- Explains procedure to Residence Hall Presidents.

- Informs security, RD on duty, nurse in the health Center, and cafeteria manager (if drill is close to cafeteria hours) just prior to the fire drill.

- Informs the Director of Residence Life of the fire drill.

- Designates outside evacuation meeting places for each hall to line up in single-file line.

Residence Hall Presidents

- Conduct fire procedures training for Resident Assistants, Fire Marshals and Residence Directors.

- Locate fire alarms for residence hall; know how to operate them and check to make sure they are working correctly (check with the Residence Hall Board Chair). Check fire extinguishers on each hall of the residence halls periodically to see that they are functional.

- Inform Resident Director of the date and time of the drill.

- Make sure Resident Assistants have chosen fire marshal suites.

- Inform hall of designated outside evacuation meeting place for hall residents to line up in single file line.

IN CASE OF REAL FIRE:

If YOU discover the fire:

- Activate nearest alarm.

- Get out of building immediately if fire is threatening.

- Call fire department —911#(9-911 on campus phone)

- Alert Security, Residence Director or switchboard.
- If tiny fire—use fire extinguisher. If large fire—leave to firefighters.
- Before leaving your room—check doorknob to see if hot—if HOT, DO NOT OPEN—go to window and wait for firefighters to rescue. DO NOT TRY TO JUMP OR CLIMB DOWN (with your door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter smoke. If you get caught in heavy smoke, crawl to nearest exit. (More people die from smoke inhalation than from burns.)
- If fire blocks your nearest exit, go immediately to next closest exit.
- Meet Resident Assistant at evacuation meeting point.

DURING THE FIRE DRILL:

Students

- Close windows.
- Turn off all lights except overhead.
- Leave room door open.
- Walk rapidly (do not run) out of the building. (The first person to reach the door should hold it open for others.)
- Meet Resident Assistant at evacuation meeting place. Line up as directed.
- Wait for signal to return.

Fire Marshal Suites

- Take student list, pad and pencil.
- Check rooms to make sure all students are out and make note of any locked doors.
- Close windows and turn off over head lights in each room.
- Close doors to each room.
- Go directly to Resident Assistant and report that all rooms are clear and give her the list of locked rooms.

Resident Assistants

- Move quickly to evacuation meeting point.
- Receive reports from Fire Marshals and account for all students on your hall.
- Report to Residence Hall President evacuation times and problems (in real fire, i.e., possibility of students still in building, etc.). Remain at the assigned position until Residence Hall President instructs you to return to the residence hall.

Residence Hall Presidents

- Sound alarm at the designated time and move to designated evacuation meeting place.
- Receive reports from Resident Assistants.

- Relay any necessary information to Residence Directors/ Security/ Firemen.
- (In fire drill, at the RHB Chair signal, de-activate alarm signaling end of drill.)

Residence Hall Board Chair

- Record the time of each Residence Hall's departure.
- Receive reports from Residence Hall Presidents regarding evacuation after the fire drill.
- Keep careful records of all fire drills, and forward copies of these records to the Office of the Director of Residence Life.
- **PLEASE NOTE**: (Students should be aware that it is against the law to activate a fire alarm when there is no fire.)

THEFT OF PERSONAL PROPERTY

Students who experience a theft or loss of personal property should alert security as soon as possible. Meredith is not responsible for the personal property of students. If a major loss occurs, the student may choose to call the Raleigh police for investigation.

TORNADO ALERT PROCEDURES

The Security Office and each Resident Director have a weather alert radio which emits an audible signal if the national weather bureau has issued a warning for our immediate area.

In the event of a tornado alert, students must follow the following procedures:

- Go immediately to the first floor hallway.
- Close all doors on first floor hallway.
- Move as far away from outside openings as possible.
- Sit down on hallway floor with head between your knees.
- Cover your head with your hands.
- Remain in this position until danger is past.

Residents of the Noel House should move quickly to the first floor of Stringfield when weather is threatening. Noel House residents must go immediately to Stringfield when/if requested.

Traditions and Annual Events

Alice in Wonderland

nce in every college generation the faculty presents Lewis Carroll's Alice in Wonderland for the students. Students are hard-pressed to identify their elaborately costumed instructors who act out this literary fantasy. The next performance is scheduled for February, 1996.

Awards Presentations

Each year as the spring semester comes to a close, Meredith celebrates the achievements of its outstanding women at an annual Academic Awards Day Service. The following awards are presented:

Mae Grimmer Scholarship Award

•

Ida Poteat Scholarship Award

•

Alice & Daniel Satisky Scholarship Award

•

Perry-Harris Scholarship Award

•

Carolyn Peacock Poole Scholarship Award

•

Norma Rose Scholarship Award

•

Louise Shingleton Shivers Scholarship Award

•

Ruth Hubbell Award for Creative Writing

•

Marion Fisk Welch Scholarship Award

•

Elizabeth Avery Colton Award

•

Frankie G. Weems Award

•

Martha Nell Tucker Freshman Biology Award

•

John Yarborough Sophomore Biology Award

•

John Yarborough Junior Biology Award

•

CRC Press Freshman Chemistry Awards

•

Vallie Tillotson Nelson Freshman Mathematics Award

•

Ernest F. Canady Mathematics Scholarship Award

•

Outstanding Freshman/Sophomore in Mathematics and Computer Science Award

•

Outstanding Senior Mathematics and Computer Science Award

Home Economics Outstanding Senior Awards

•

Kappa Omicron Nu Award

•

Senior Writing Center Tutor Awards

•

Hall of Fame Awards in Business & Economics

•

Wall Street Journal Student Achievements Award

•

Lois E. Frazier Academic Performance & Service Award

•

Outstanding Senior in Business & Economics Award

•

SNCAE Outstanding Future Teacher Award

•

Ralph E. McLain Scholarship Award

•

Roger H. Crook Scholarship Award

•

Rebecca Jean Morris Lewis Scholarship Award

•

Ellen Amanda Rumley Scholarship Award

•

The Hall Scholarship Award

•

Outstanding Senior in Psychology Award

•

Award for Academic Excellence

•

Dix Community Service Award

•

Psi Award for Outstanding Contributions in Psychology

•

History & Politics Senior Scholarship Award

•

Sarah Lemmon Achievement Award

•

Phi Alpha Theta Freshman Achievement Award

•

Phi Alpha Theta Scholarship Award

•

Phi Alpha Theta Outstanding Member Award

•

Vick Travel Award

•

Class of '67 International Studies Scholarship Award

•

Department of Foreign Languages Travel Award

•

Outstanding Freshman in French Award

•

Outstanding Student of French Award

•

Pi Delta Phi Outstanding Student in French Award

•

Outstanding Student of German Award

•

Outstanding Student of Latin Award

•

Outstanding Student of Spanish Award

•

Sigma Delta Pi Outstanding Freshman in Spanish Award

•

Outstanding Freshman in Spanish

•

Outstanding Student in Art Award

•

Physical Education and Dance Departmental Award

Jerry E. McGee Theatre Scholarship Award

•

Upperclass Theatre Award

•

Theodore Presser Scholarship Award

•

Alpha Psi Omega Achievement in Theatre Award

•

Informative Speech Contest Awards

•

Persuasive Speech Contest Awards

•

Social Work Professional Development Award

•

Department of Health, Physical Education and Dance Academic Excellence Award

•

Alpha Lambda Delta Maria Leonard Book Award

•

Alpha Lambda Delta Joanne J. Trow Undergraduate Award

•

Rotary Scholar Recognition Award

•

Academic Excellence Award

•

Who's Who in American Colleges and Universities

Each year Meredith also recognizes the achievements of its outstanding athletes and performers at the Athletic/Performing Arts Banquet sponsored by the Health, Physical Education and Dance Department. All seniors who have participated for two or more years on an intercollegiate team, the Meredith Dance Theatre, or Aqua Angels are recognized and presented with individual pewter mugs. Other awards are presented in the following sports and performance groups:

Tennis — Most Valuable Player

Volleyball — Most Valuable Player and Outstanding Performance

Basketball — Nancy Newlin Award (MVP) and Coaches Award

Softball — Golden Glove, Highest Batting Average and Coaches Award

Aqua Angels — Most Spirited

The Office of Student Activities sponsors an annual Leadership Awards Day, giving clubs and organizations the opportunity to recognize outstanding leadership among their members. The organizations giving awards include SGA, MRA, MCA, MEA, ABA, RHB, the four classes, Meredith Herald, Oak Leaves, Acorn, Astros, Phis, Publications Board, Senate, MIA, Commuters, WINGS, Student Foundation, and Student Advisers.

Big Sister–Little Sister Classes

The Big Sister—Little Sister program forms lasting relationships which help underclass students adjust to college life. Every freshman is assigned a junior to be her "big sister" until the upperclass student graduates. Throughout the year sister classes participate in events such as ice cream socials, skating parties, pizza parties, and class serenades. The culmination of the two classes' years together is Class Day on which the members of the sophomore class honor their big sisters. (See also Odd and Even Classes and Class Day Activities).

Black Emphasis Month

The views and interests of America's and Meredith's African-American community

are highlighted during this celebration which is held during Black History Month. The Meredith student group, Association for Black Awareness, sponsors the month's activities which include events focused on African-American culture and history.

Bonfire

After the senior picnic, on one night of the week preceding Commencement Week, at a grudge bonfire, each senior burns any article representing what she has most disliked at Meredith. Her memories of Meredith are, as a result, supposed to be only pleasant ones.

Class Colors

The colors of all odd classes are blue and white until their junior year when they adopt rainbow colors. Leap year classes colors are purple and gold. Even classes use green and white.

Class Day Activities

Sophomores honor their senior big sister and the seniors highlight their college years during the Saturday of Commencement Week.

The little sisters spend the morning constructing two 60-70 foot daisy chains to be used for the afternoon's Class Day exercises in the amphitheater. The white-clad sophomores hold two daisy chains and sing as their sister class marches through the chains. Class Historians recall and depict key events of the graduating class' four years at Meredith. The sophomore and graduated sister classes sing traditional songs to the seniors. The members of the odd year classes wear black gloves on their left hands and give their little sisters (wish) bones to wish them luck. The even classes give their little sisters bags of sticks and stones to protect them from the Odd Spirits' bones.

At the conclusion of Class Day, the chains are placed to form the class numerals of the graduating class. The seniors then go onto the island, form a circle, and celebrate with their little sisters.

College Colors

The Meredith College official colors are maroon and white.

College Flower

The Meredith College official flower is the iris.

Cornhuskin'

In the fall, each class presents for competition a word parade, a tall tale and a hog-calling skit, all of which are related thematically. The four classes are judged on these performances as well as on apple-bobbing and cornhuskin'. Re-entry students and faculty also participate in the night of fun. All of these activities comprise the official Cornhuskin' festivities. This activity is sponsored by Meredith Recreation Association and occurs during the first week in November.

NOTE: Violations of College policies and rules because of excessive enthusiasm are not acceptable and judicial action will be taken.

The Crook

Each spring the seniors hide a wooden crook from the juniors. The juniors, aided by enigmatic clues, search the

campus one week for this stick and only very rarely find it.

If the crook is found, it is brought into Class Day with a black ribbon. If it is not found, the crook is brought into Class Day with a ribbon of the Senior class colors.

The event was begun in 1906 when the crook was presented by an instructor to the seniors. This elaborate hide-and-seek has been staged annually since it was revived in 1929.

Founders' Day

Each year, a day is set aside for Meredith to honor its past. Founder's Day is marked by a convocation address and a wreath-laying ceremony at the on-campus memorial to Thomas Meredith, Baptist leader and advocate for women's education. The College's name was changed from Baptist University for Women (earlier, Baptist Female University) in 1909 to honor his work in founding the College.

Meredith Mascot

During the spring semester of 1980, the Student Government Association Executive Committee launched a campaign to establish the Angel as the official Meredith mascot. The design created by Teresa Parker, a 1980 graduate, was selected by the student body to become the Meredith Mascot.

Odd and Even Classes

The four classes are divided into odd-numbered and even-numbered years. "Them Bones" is the song of the odd-numbered year and "Hail to the Even Spirit" is the song of the even-numbered year. On Class Day, the members of the odd classes wear black gloves on their left hands and give their little sisters chicken bones to wish them luck. The even classes give their little sisters bags of sticks and stones "to protect them from the Odd Spirit's bone."

Rush

During the second semester, the Astrotekton and Philaretian Service Clubs have a Rush Week. Various social activities are held during the week to introduce the service projects which are sponsored by the organizations.

Stunt

The Meredith Recreation Association (MRA) has sponsored this event of dramatic class rivalry since 1915. The purpose of Stunt is to promote class unity through class competition, creativity, and fun. Points are awarded for each event and are used in determining the overall winner of Stunt. Recent events in Stunt have included bat spin, tug of war, lip sync, egg toss, sponge toss, and a three-legged race.

From the SGA President

Congratulations on your arrival at Meredith College! You have begun a fantastic journey. This journey is one for which you have prepared all your life. You will have the opportunity to travel many paths. Some of these paths will be traveled by many, while others will be left for your own exploration.

One of the important paths you will take is that of academics. On this path you will encounter professors who will challenge you to reach your fullest academic potential. You will also have the opportunity to take advantage of courses at other Raleigh colleges, travel abroad, participate in special studies programs as well as take part in local internships. Your opportunities are limitless. Be sure to discover what interests you.

Another important path to travel is that of student activities. You can participate in a vast array of activities such as Cornhuskin', Stunt, picnics, dances, educational programs, and intramural sports. You may even decide to take on a leadership role in one of Meredith's many campus organizations. Meredith has over 70 organizations including departmental clubs, honor societies, student publications, athletic teams, service clubs, programming associations, religious organizations, class council, and the various branches of the Student Government Association. Your involvement is needed to make these programs successful. You have to decide what level of involvement is right for you.

As you take [illegible] journey, use [illegible] term of [illegible] Meredith. [illegible] of ideals all members of the Meredith Community are expected to uphold.

These ideals maintain an atmosphere built on trust and honor within the Meredith Community. Strive to maintain your commitment to the Honor Code at all times out of respect for yourself, your peers, and your college.

You must decide the paths you will travel while you are at Meredith College. Please remember the last few lines of [illegible] Frost's poem, "[illegible] Taken":

> two road I diverged in a
> wood, and I—
> I took the one less
> traveled by,
> And that has made all the
> difference.

On your journey at Meredith, I challenge you to take the roads less traveled because that will make "all the difference" in your college experience.

June Holland

Campus Organizations

As early as 1905 Meredith took an important step forward when it introduced student government, apparently the first college in the state to do so, and one of the first in the South (Mary Lynch Johnson, *A History of Meredith College*). Since that time Meredith students have enjoyed an unusual amount and variety of input into the shaping of the policies, philosophy, and tradition of the college.

Executive, legislative, and judicial branches comprise the basic structure of the current Student government Association, with numerous boards and committees completing the structure. Students are elected to office through elections held early in the spring semester. Workshops and training sessions held throughout the spring and fall enhance the leadership ability and organizational skills of the newly elected officers.

> The purpose of the association shall be to promote, in cooperation with the administration, the general welfare of the student body; to enact and enforce regulations of the association; to uphold the high ideals of the College; to promote interest in campus affairs; and to supervise all student activities as a whole.

Student Government Elections

Elections for upper-class officers (class and campus wide) are held each year in the spring. The freshman class holds its elections as soon as possible after arriving on campus in the fall. All freshmen are eligible to run for a class office in their first semester. The elections schedule is printed in the Student Activities Calendar. See the By-Laws of the SGA Constitution for more information.

Eligibility for Office

Rising sophomores must have a 2.0 overall grade point average to file for office, while rising juniors and seniors must have a 2.25 overall grade point average. A student who has been given a reprimand or probation by the Honor Council may not file for office.

A student who does not maintain her designated grade point average will be asked to give up her office and will be replaced with an appointment made by the SGA President. See the By-Laws of the SGA Constitution for more information.

Major Student Associations and Organizations

Association for Black Awareness (ABA)
The Association for Black Awareness functions primarily to provide a supportive atmosphere for African-American students at Meredith. The Association exists to help the African-American student develop a better understanding of herself in relation to others and to create a better understanding of the African-American presence and heritage within the Meredith community. The Association is involved in various activities during the year. Some activities are the Martin Luther King, Jr. Birthday Celebration and Black Emphasis Month (BEM). Membership and participation within the organization is open to anyone in the Meredith community.

Association of Meredith Commuters
Bimonthly meetings of the Association offer a valuable source for receiving information and often feature guest speakers from the area. The Association also sponsors a Holiday Luncheon and the annual Commuter Spring Luncheon. Participation in all campus activities is encouraged and certainly welcomed. Commuter students should consult the Cate Center box Office, the Student Activities Office and the campus bulletin boards for information and concerns regarding campus activities.

Meredith Christian Association (MCA)
The purposes of the Meredith Christian Association are as follows: to provide individuals with various means for exploring the full implications of Christian commitment; to nurture Christians to a mature, growing faith; to recognize and attempt to meet the spiritual needs of students, faculty, staff and administration; and to help meet needs in the wider community through service projects and participation in local church ministries.

On-campus opportunities for growth and fellowship include weekly MCA fellowships (Unwindings), study and growth groups, and voluntary participation in worship services.

Off-campus involvement includes conferences, a spring break habitat trip, and summer missions.

On-campus involvement for growth and fellowship includes weekly MCA fellowships (Unwindings), study and growth groups, off-campus conferences, and summer mission opportunities.

The MCA encourages each student to become acquainted with Raleigh area churches and to become involved in their college programs.

All students are encouraged to participate in the activities of the Meredith Christian Association.

Meredith Entertainment Association (MEA)
The Meredith Entertainment Association seeks to coordinate special activities for the entire college community. MEA provides various entertainment on and off campus. For example, MEA sponsors the White Iris Ball, Spring Fling, mixers comedy nights, movies and more! Resident and commuter students, faculty, staff and friends of the College are invited to participate in MEA programs. Persons interested in working with MEA to plan and implement programs are welcomed at MEA meetings held throughout the year.

Every student is a member of the

Meredith Entertainment Association.

MEREDITH INTERNATIONAL ASSOCIATION (MIA)

The Meredith International Association shares knowledge and understanding of different cultures within the Meredith community, promotes interest in other cultures, as well as explores cultural values and social and political issues through interaction with other students, faculty, administration, and community groups. To facilitate this purpose, the members of the association sponsor a worship service during United Nations Week and prepare and serve an international luncheon for the Meredith faculty.

MEREDITH RECREATION ASSOCIATION (MRA)

The Meredith Recreation Association provides co-curricular recreation activities for the entire college community. some of these activities include: intramural sports, Cornhuskin', STUNT, Little Friends Weekend, aerobics, and Explorers. Persons interested in working on the Executive Board of MRA are encouraged to contact an MRA officer or attend an MRA meeting. Every student is a member of MRA.

RESIDENCE HALL BOARD (RHB)

The Residence Hall Board is composed of an executive committee and the Resident Assistants. Residence Directors attend as resource persons and serve as advisors to each residence hall council. The executive committee consists of the chair of the board, the vice chair, the secretary, the treasurer, and the seven residence hall presidents. The purpose of RHB is to assist the Residence Life Staff in the creation of a positive living experience and environment for all resident students through governance, programming and community development.

WINGS

WINGS, Women in New Goal Settings, is an organization of and for the Meredith students over the age of 23 and any others who may feel that their situation and needs are similar to those of older students. It was formally chartered in March of 1983. The purpose of WINGS is to provide support, information, and fellowship to these Meredith students and to make their special needs known. Meetings are usually held each month. Dates and locations are posted on the WINGS bulletin board located on the second floor of Cate Center near the Snack Bar.

Campus Clubs, Service Organizations, and Honor Societies

CLUBS

Meredith College offers a wide variety of clubs, service organizations, and honor societies for students. Membership in some of these clubs is open to all interested students. In others, it is restricted to those students who take certain subjects.

Accounting Association

•

Alpha Delta Mu

•

American Society of Interior Designers

•

Alpha Lambda Delta

•

Alpha Psi Omega

•

Astrotekton Service Club

•

Barber Science Club

•

Beta Beta Beta

•

Canaday Math & Computer Science Club

•

College Democrats

•

College Republicans

•

Collegiate Music Educators National Conference

•

Colton English Club

•

Die Reblaus (German Club)

•

Delta Mu Delta

•

Eagle Forum Collegians

•

Extra Theatre Club

•

Foods & Nutrition Club

•

History & Politics Club

•

Jr. Woman's Club

•

Kappa Nu Sigma

•

Kappa Omicron Nu

•

La Tertulia Spanish Club

•

Law and Justice Careers Forum

•

Latter-Day Saint Student Association

•

Le Cercle Francais

•

Mae Grimmer Granddaughters' Club

•

Meredith Association for the Education of Young Children

•

Meredith College Association of Family and Consumer Science

•

Meredith Health Association

•

Meredith Merchandising Majors

•

Meredith Video Club

•

North Carolina Student Legislature

•

Phi Alpha Theta

•

Philatetian Service Society

•

Pi Delta Phi

•

Pi Kappa Lambda

•

Pi Mu Epsilon

•

Pi Sigma Epsilon

•

Psi Chi

•

Psychology Club

•

Social Work Club

•

Society for Human Resource Management

•

Sociology Club

•

Sigma Alpha Iota

•

Sigma Delta Pi

•

Silver Shield

•

Student Foundation

•

Student NC Association of Educators

•

Students in Free Enterprise

•

Tomorrow's Business Women

•

Watkins Communication Club

Refer to the Student Activities Calendar for a description of the clubs and list of contact persons.

Publications and Boards

The Acorn

The Acorn is the student literary magazine. It is a magazine of creative poetry, prose, and art that aims to encourage students to produce quality work. Published once yearly and distributed free of charge, *The Acorn* accepts submissions from the student body as well as from the faculty and staff.

The Meredith Herald

The *Meredith Herald,* the weekly student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. It is the medium that allows for total campus involvement through news coverage, letters to the editor, editorials, features, cartoons, or special columns. As readers and as contributors, all members of the Meredith community have both the privilege and the responsibility to contribute to the success of the paper.

Oak Leaves

From the beginning to the end, the college yearbook, Oak Leaves, strives to capture the best memories of each of your years at Meredith. In the book, college studies, community living, and activities are portrayed to the fullest. The Oak Leaves shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year.

Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Students who are not full-time both semesters must pay for a yearbook. Seniors are responsible for having yearbooks mailed to them the fall semester following graduation, or for picking them up at the College before the fall semester ends.

Photographers are scheduled by the yearbook staff to photograph students, but it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide additional information.

Boards and Councils

Class Council
Interfaith Council
Programming Board
Publications Board
Service Council

Constitution of the Student Government Association

Preamble

We, the students of Meredith College, organized as the Student Government Association, desiring to improve the college for present and future students, faculty, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

Article I - Name.
The Association shall be called the Student Government Association of Meredith College.

Article II - Purpose.
The purpose of this Association shall be to ensure, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison among students, alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

Article III - Authority.
The students have freedom in shaping the policies and regulations for student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the President of the College under authorization by the Board of Trustees.

Article IV - Membership and Responsibility.

Section 1. Membership.
Upon registration at Meredith, all students working toward a degree shall become members of the Student Government Association.

Section 2. Responsibility.
Each student upon coming to Meredith accepts college citizenship involving self-government under the honor code, which, as defined by the Student Government Association, means that:

A. Each student is expected to be honest and truthful at all times

B. Each student is personally responsible for her own conduct, for her obligation to the college community, and for informing herself of and abiding by the college regulations. If a student breaks a regulation, she is expected to correct her offense by reporting herself to the proper authority: in an academic matter, to the instructor concerned; and in a student government matter, to the solicitor general of the Honor Council.

C. Each student is responsible for seeing that the honor code is carried out at all times. If she is aware of a violation by another student, she should call this matter to the attention of that student as a violation of her responsibility to the community.

Section 3. Statement of Responsibilities.
Early in her first semester each student shall sign a statement concerning her responsibilities as a member of the Student Government Association.

Article V - Organization.
There shall be a SGA Executive Committee, a Senate, an Honor Council, a Student Life Committee, an Elections Board, an Association of Meredith Commuters, a Residence Hall Board, and Women in New Goal Settings.

Article VI - Officers and Their Duties.

Section 1. Officers.
The officers of the association shall consist of a president, vice-president, a secretary, a treasurer, a member-at-large, the Honor Council Chair, the Student Life Committee Chair, the Elections Board Chair, the Residence Hall board Chair, the Association of Meredith commuters President, and the Women In New Goal Settings President.

Section 2. Selection Committee.
It shall be the function of the selection committee to select through an application/interview process all student government offices not filled during campus-wide elections and all student representatives to Meredith College committees. The selection committee shall be comprised of the current Student Government Association President, the newly elected Student Government Association President, the current Student Government Association Vice President, the person who currently holds the office being appointed and the Student Government Association Executive Committee Adviser.

Section 3. duties of the Officers.

A. President.
It shall be the duty of the president to preside over all meetings of the association, to preside over all meetings of the SGA Executive Committee, to attend meetings of the Board of Trustees upon invitation, to attend meetings of the faculty upon invitation, to review the minutes of the non-executive branches of the association, to appoint a parliamentarian if she so chooses, and to perform other duties that may fall upon her as president of the association.

B. Vice President/Senate Chair.
It shall be the duty of the vice president to preside over all meetings of the Senate, to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Committee in the absence of the president, and to assume all other powers and duties delegated by the president of the association. A vacancy which occurs in the office of the president shall be filled by the vice president.

C. Secretary.
It shall be the duty of the secretary to record and distribute minutes to members of the executive committee, the adviser of the committee, the Vice President for Student Development, and the President of the College.The secretary shall also be responsible for all correspondence of the executive committee. The secretary shall be responsible for receiving minutes from student representatives on faculty committees. The secretary shall perform other duties as necessary.

D. Treasurer.
It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the association except those SGA branches which have their own designated treasurers, to submit the records to the Director of Student Activities for an annual audit, to serve as a member of the executive committee, and to perform other duties as necessary.

E. SGA Member-at-Large.
It shall be the duty of the member-at-large to submit articles to the *Meredith Herald* when deemed necessary by the executive committee and to perform other duties as necessary. She shall be appointed from the freshman class at the beginning of the fall semester.

F. Honor Council Chair.
It shall be the duty of the Honor Council Chair to preside over all meetings of the Honor Council and to perform other duties as necessary.

G. Student Life Committee Chair.
It shall be the duty of the Student Life-Chair to preside over all meetings of the Student Life committee and to perform other duties as necessary.

H. Elections Board Chair.
It shall be the duty of the Elections Board Chair to preside over all meetings of the Elections Board and to perform other duties as necessary.

I. Residence Hall Board Chair.
It shall be the duty of the Residence Hall board Chair to preside over all meetings of the Residence Hall board, to represent resident students, and to perform other duties as necessary.

J. Association of Meredith Commuters President.
It shall be the duty of the Association of Meredith Commuters President to preside over all meetings of the commuter students, to represent traditional-age commuter students, and to perform other duties as necessary.

K. Women In New Goal Settings President.
It shall be the duty of the Women in New Goal Settings President to preside over all meetings of the re-entry students, to represent re-entry students, and to perform other duties as necessary.

Article VII - Student Representatives to College Committees.

Section 1. Selections.
Students shall be recommended to the academic dean to be appointed to the following college committees: Admissions, Convocation, Curriculum, Honors, Instruction, International Studies, Library, Teacher Education, and Food Service. Recommendations shall be made by the selection committee in consultation with the academic dean during the latter part of the spring semester.

Section 2. Duties.
It shall be the duty of all student representatives to attend all meetings of their respective committees and to send the minutes to the SGA Secretary within one week of the meeting.

Article VIII - Student Government Executive Committee.

Section 1. Function.

A. It shall be the function of the executive committee to serve as the executive branch of the association. The executive committee shall put

into effect such changes in the constitution and the regulations of the association, in consultation with the individual branches, as have been approved by Senate, the Vice President for Student Development, and the President of the College.

B. It shall be the function of the executive committee to act as the coordinating body by keeping itself informed of legislative proposals and judicial decisions. The executive committee shall receive and investigate grievances, discuss over-all policy including problems arising within the association, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.

C. It shall be the function of the executive committee to educate the student body concerning the form, function, and regulations of the Student Government Association.

D. If deemed necessary, upon request from the president/chair or adviser of an organization, it will be the function of the SGA Executive Committee to require the holder of any campus office who has not performed her duties as outlined in her constitution or job description to withdraw from that elected campus office. The SGA Executive Committee may call a hearing while considering a matter of this nature. When voting on a matter of this nature, the Executive Committee must have quorum, and the vote must be unanimous.

Section 2. Membership.
The SGA Executive Committee shall consist of the SGA President, SGA Vice President, SGA Secretary, SGA Treasurer, SGA Member-at-Large, Honor Council Chair, Student Life Chair, Elections Board Chair, Residence Hall Board Chair, Association of Meredith Commuters President, and Women In New Goal Settings President.

Section 3. Meetings.
The executive committee shall meet regularly to consider the business of that body. During the year there may be joint meetings with any branch of the association as a place where the executive committee can go to obtain more student input as the need arises.

Section 4. Quorum.
Two-thirds of the members of the executive committee shall constitute a quorum.

Section 5. Adviser.
The Director of Student Activities shall serve as adviser.

Article IX - Amendments.
Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Committee. Amendments must be approved by a two-thirds majority vote of the SGA Executive Committee, a two-thirds majority vote of the Senate, and approval by the Vice President for Student Development and the President of the College.

Article X - Senate.
Section 1. Name.
The name of this organization shall be Senate.

Section 2. Purpose.
It shall be the purpose of the Senate to recommend changes in the constitution and in the regulations of the Student Government Association, to review present and proposed organizational constitutions, and to approve or reject any legislation/regulation change.

Section 3. Function.

A. It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the Student Government Association.

B. It shall be the function of the Senate to review organizational constitutions and to receive proposals of new organizations. Organization constitution proposals and changes will undergo two readings by the Senate. These readings should take place within two consecutive meetings of the Senate unless given prior approval by the Senate Chair. Passage of any constitution proposals or changes requires a quorum vote.

C. It shall be the function of the Senate to consider legislation/regulation changes and organizational constitution changes proposed to the Senate by:

a. a Senator,
b. the Student Life committee,
c. any student, or
d. the SGA Executive Committee.

After passage by the Senate, legislation/regulation changes and constitution changes will be referred to the appropriate college vice president for approval.

D. It shall be the function of the Senate to require a meeting of the Student Government Association when deemed necessary.

E. It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Committee.

F. It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (where a minimum of 25% of the student body constitutes a quorum and where a two-third majority can override a Senate's refusal of a legislative proposal). If the refusal is overridden by

the student body, the proposal must be referred to the appropriate college vice president for approval.

C. It shall be the function of the Senate to revoke any constitution of an organization which has not been active for three years or more or of an organization which violates Meredith's policies as stated in the student handbook. Senate may call a hearing while considering whether or not to revoke any organization's constitution. If the offense violates the Honor Code, the hearing will take place in Honor Council.

SECTION 4. MEMBERSHIP.

A. Voting Members.
Three senators elected from each class by the class, two commuter senators elected by the Association of Meredith Commuters, one re-entry representative elected by WINGS, and one faculty member appointed by the Dean of the College.

B. Non-Voting Members.
The chair (who shall vote only in case of a tie), the secretary, and the Director of Student Activities or her designee, who shall serve as an adviser. The adviser may not be one of the Vice Presidents or Deans of the College. The two-year terms of the faculty representative and the adviser shall be on a rotating basis.

SECTION 5. DUTIES OE THE OFFICERS.

A. Chairperson.
It shall be the duty of the chairperson of the Senate to serve as Executive Vice President of the Student Government Association; to preside over all meetings of Senate; to serve as a non-voting member and to vote in the case of a tie; to call any meetings she may deem necessary; and to appoint committees as needed so that all senators share equal responsibility.

B. Secretary.
It shall be the duty of the secretary to record the proceedings of the meetings of the Senate and to submit these minutes to all members of Senate, the SGA President, the Student Life Chairperson, and to the Vice President for Student Development; to serve as a non-voting member; to record changes concerning the student handbook and to forward those changes to the Office of the Vice President for Student Development. The Senate Secretary shall be appointed by the SGA Executive Committee. The selection shall be made from the rising sophomore, junior, or senior classes through an application/ interview process. The secretary shall also be in charge of appointing a senator to submit an article to the Meredith Herald when deemed necessary by the majority of the Senate.

SECTION 6. DUTIES OF THE MEMBERS.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Senate.

B. It shall be the duty of each member to serve on subcommittees appointed by the chair.

C. It shall be the duty of each member to communicate the activities of Senate with her constituents at their meetings.

SECTION 7. ATTENDANCE.
Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, she will be relieved of her position by a letter from the Senate chairperson. This attendance policy shall apply only to regularly scheduled meetings.

SECTION 8. MEETINGS.
The Senate shall meet on the first and third Tuesday of each month. The Senate shall hold special meetings when deemed necessary by the chair.

SECTION 9. QUORUM.
Two-thirds of the voting members shall constitute a quorum.

Article XI - Honor Council

SECTION 1. NAME.
The name of this organization shall be Honor Council.

SECTION 2. PURPOSE.
The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

SECTION 3. FUNCTION.

A. It shall be the function of the Honor Council to operate under the premise that the accused is innocent until proven guilty through clear and convincing evidence.

B. It shall be the function of the Honor Council to render a verdict and to impose penalties which may withdraw privileges from any member of the association who has violated the Honor Code. The penalties of suspension and expulsion shall be subject to the approval of the President of the College.

C. It shall be the function of the Honor Council to request that any member of the Student Government Association appear before the board at the hearing of a case to give pertinent information. These witnesses shall have no vote.

D. It shall be the function of the Honor Council, upon unanimous vote of the Quorum Bench, to require the holder of any campus office who has been convicted of an Honor Council offense to with

draw from that office.

SECTION 4. MEMBERSHIP OF HONOR COUNCIL.

A. Voting Members.
Two representatives elected from the freshman, sophomore, junior, and senior classes; two representatives elected from the traditional age commuter student population to hear cases involving commuter students; two representatives elected from WINGS to hear cases involving WINGS students; and four faculty members appointed for two-year, overlapping terms by the academic dean.

B. Non-voting Members.
Chair (who will cast the deciding vote in the event of a tie), support counselor, solicitor general, secretary, and the Dean of Students who shall serve as the administrative adviser. If the Dean chooses to appoint a designee, the designee will work closely with the vice president and will attend all meetings of Honor Council. If appointed, the designee shall serve as the adviser for the whole year.

C. The minimum number of board members present at any hearing will be ten and will constitute a quorum. These shall include the chair, the secretary, the solicitor general, and support counselor, and the adviser as non-voting members, and five voting members comprised of four student representatives and one faculty member, all to be scheduled for rotating duty by the chair.

SECTION 5. DUTIES OF THE OFFICERS.

A. Chairperson.
It shall be the duty of the chair to preside over all meetings, to serve as a non-voting member and to call necessary meetings of the board. The chair shall meet with the adviser on a regular basis. She shall serve as a member of the SGA Executive Committee and the Review Board. If the chair is unable to be at a meeting, she shall appoint, after consultation with the adviser, the voting member to preside over the meeting in her absence.

B. Secretary.
It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. The secretary shall also submit written decisions of the council to the adviser, the Vice President for Student Development, the solicitor general, the support counselor, and the chair. The secretary assists with all Honor council correspondence and the distribution of council minutes. The secretary shall inform the council members of upcoming cases.

C. Solicitor General.
It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to prosecute, to formulate charges after consultation with the adviser (if need be), to prosecute charges, and to inform the accused of her rights upon the reception of the complaint.

D. Support Counselor.
It shall be the duty of the support counselor to obtain and handle facts of the accused's case after notification by the solicitor general that a summons has been served; to make available to the solicitor general the facts, evidence, testimony, and names of witnesses in order tocreate an accurate and balanced presentation; and to support the accused in the trial and in meetings with the Solicitor General as she collects testimony.

E. It shall be the duty of the current officers in consultation with the adviser to fill any vacancies which should occur.

SECTION 6. APPOINTMENT COMMITTEE.
It shall be the function of the appointment committee to select through application process the solicitor general, support counselor, and the secretary. The committee shall be comprised of the current chair, the newly elected chair, the current solicitor general, the current support counselor, and the adviser. Appointments shall be made during the week following campus-wide elections.

SECTION 7. MEETINGS.
The Honor Council shall meet regularly to consider the business of that body. When a case is being considered, the Honor Council shall meet to hear and evaluate the evidence, render a verdict, and impose a penalty if merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor council composed of the new or retiring chair or her designee, one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer Residence Director, and the adviser shall hear cases occurring after the final day of classes of the spring Semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

SECTION 8. REVIEW BOARD.

A. Appeals from Honor Council.
From any determination of a violation and imposition of a penalty by the Honor Council, with the exception of cases involving automatic penalties, the student charged may appeal to the Review Board.

B. Membership and Organization.
The Review Board consists of five students elected annually by the student body during campus-wide elections and two faculty members appointed for three-year, overlapping terms, all scheduled for rotating duty by the chair. The Honor Council Chair or her designee shall serve as a non-voting member;

the Vice President for Student Development shall serve as a non-voting member and as the adviser. A chair and secretary shall be selected from among the student members through an interview process with a committee comprised of the Honor Council Chair, solicitor general, support counselor, and the adviser. Any vacancies in the board shall be filled through the appointment and interview committee process. The actual number of Review Board members present at any appeals hearing may be nine. The Honor Council Chair and the adviser shall serve as non-voting members.

C. Quorum.
Three student members, one faculty member, the Vice President for Student Development, the Honor Council Chair or her designee, the solicitor general, and the support counselor shall constitute a quorum bench of the Review Board.

Article XII - Student Life Committee.

SECTION 1. NAME.
The name of this organization shall be the Student Life Committee.

SECTION 2. PURPOSE.
The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

SECTION 3. FUNCTION.

A. It shall be the function of the Student Life Committee to serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life.

B. It shall be the function of the Student Life Committee to create focus groups and/or subcommittees composed of members of the Meredith community that will study issues related to student life.

C. It shall be the function of the Student Life Committee to promote, aid, and/or conduct any research and planning necessary to meet the changing needs of the Meredith community.

D. It shall be the function of the Student Life Committee to originate legislation and/or regulation change which will require approval of the Senate. It shall be the function of the Student Life Committee to originate amendments to the SGA Constitution in the form of legislation that will require Senate approval.

E. It shall be the function of the Student Life Committee to operate the SGA suggestion box.

SECTION 4. MEMBERSHIP.

A. Voting Members.
Three Student Life members elected from each class by the class; one international student elected by MIA to represent international students; one student elected by ABA to represent the members of ABA; one commuter student elected by AMC to represent commuter students; one re-entry student elected by WINGS to represent re-entry students; the Director of Student Activities or her designee; one Residence Director appointed to serve for a two-year term by the Director of Residence Life; one faculty member appointed to serve for a two-year term by the Dean of the College. The international, African-American, commuter, and re-entry representatives may not be the officers of their electing organizations.

B. Non-voting Members.
The chairperson of the Student Life Committee (who shall vote only to break a tie); the secretary; and the adviser shall serve as non-voting members.

SECTION 5. DUTIES OF MEMBERS.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Student Life Committee.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which he or she is appointed by the chairperson.

SECTION 6. OFFICERS.

A. The officers of the organization shall consist of a chairperson, a secretary, a parliamentarian, and a publicist.

B. The chairperson shall be elected from the rising junior or senior class. The secretary shall be appointed by the SGA Selection Committee. The parliamentarian shall be elected by and from within the Student Life Committee at its first meeting. The publicist shall be elected by and from within the Student Life Committee at its first meeting.

SECTION 7. DUTIES OF OFFICERS.

A. Chairperson.
It shall be the duty of the chairperson of the Student Life Committee to preside over all meetings of the Student Life Committee; to seek information and clarification on procedure and policy that is related to Student Life Committee business; to present all necessary information to the members to submit end-of-semester reports to the Office of Student Activities; to call any meetings she may deem necessary; to appoint and oversee all subcommittees; to serve as an active member of and to

attend all meetings of the SGA Executive Committee; to check the SGA suggestion boxes and to, with the aid of the Student Life Committee, direct concerns to the appropriate campus body; and to meet twice a month with the adviser of the Student Life Committee. In the event of her absence, she shall appoint the parliamentarian of the Student Life Committee to serve as chairperson for that meeting.

B. Secretary.
It shall be the duty of the secretary to record and distribute minutes to all Student Life members, the SGA President, the Senate Chair, the SGA Secretary, the President of the College, the Vice President for Student Development, and the Vice President of Business and Finance and the Office of Student Activities; to assist the chairperson in corresponding with students, faculty, staff, and administrators; to assist the chairperson in Student Life Committee matters; to preside at the meetings in the event of the chairperson's absence and to record all changes concerning the Student Handbook and forward those changes to the Vice President for Student Development.

C. Parliamentarian.
It shall be the duty of the parliamentarian of the Student Life Committee to advise the chairperson on questions of procedure in transacting the business of the Student Life Committee; to preside at the meetings in the event of the chairperson's absence; and to assist the chair in coordinating the forum element of Student Life Committee meetings.

D. Publicist.
It shall be the duty of the publicist to publicize all Student Life Committee Meetings and events to the Meredith community; to submit articles to the Meredith Herald when the organization deems it necessary; and to coordinate any type of publicity which the organization deems necessary.

SECTION 8. ADVISER.
The adviser of the Student Life Committee shall be a faculty or staff member appointed to serve for a two-year term by the Dean of the College and the Vice President for Student Development. The adviser may not be one of the vice presidents or deans of the college. The adviser shall advise the committee on procedure and shall serve to provide information and guidance to the members and the chair. The adviser shall meet twice a month with the chairperson of the Student Life Committee.

SECTION 9. AD-HOC SUBCOMMITTEES.
Ad-hoc subcommittees may be appointed at the discretion of the chairperson to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chairperson to serve on special subcommittees.

SECTION 10. LEGISLATION/REGULATION AUTHORITY.

A. Legislation/Regulation.
Legislation is any change in the SGA constitution. Regulations are any guidelines or rules not in the SGA constitution. Legislation/regulation change may be proposed to the Student Life Committee by

a. a member of the Student Life Committee;
b. a subcommittee of the Student Life committee;
c. any member of the Meredith community.

The Student Life Committee will study the proposed change. The Student Life committee will propose the legislation/regulation change to Senate, where the legislation/regulation change will be either approved or rejected.

B. Non-Regulatory Recommendations.
The Student Life Committee may make recommendations concerning campus affairs and concerns to any campus body that requests its input.

SECTION 11. MEETINGS.

A. Regular Meetings.
The Student Life Committee shall meet on the second and fourth Tuesday of each month at 5:00 p.m.

B. Special Meetings.
Special meetings may be called by the chairperson. Any Meredith student, faculty members, staff member, or administrator may request a special meeting of the Student Life Committee. The request must be written and given to the chairperson at least two days prior to the date of the meeting.

C. Regular Attendance.
Each Student Life member will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, she will automatically be relieved of her position on Student Life by a letter from the chairperson. This attendance policy shall apply to regularly scheduled meetings and Student Life Committee sponsored functions. Exceptions to the attendance policy may be made at the discretion of the chair.

D. Special Attendance.
1. Any member of the Meredith community may attend any meeting of the Student Life Committee except in rare cases when the chairperson deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chairperson at least two days before the meeting so that they may be added to the agenda.

2. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrators when appropriate to the agenda.

E. Quorum.
Two-thirds of the entire membership shall constitute a quorum.

Article XIII - Elections Board

SECTION 1. NAME.
The name of this organization shall be Elections Board.

SECTION 2. PURPOSE
The purpose of the Elections Board shall be to supervise and promote all class and campus elections.

SECTION 3. FUNCTION.

A. It shall be the function of the Elections Board to hold elections for the freshman class and upper-class residence hall presidents in the fall, campus and class elections in the spring, and any other special elections requested by the SGA Executive Committee.

B. It shall be the function of the Elections Board to check the eligibility of candidates with the Office of the Registrar and the Chair of the Honor Council.

C. It shall be the duty of the Elections Board to check the academic and probationary status of every person holding an elected office after each semester.

SECTION 4. ORGANIZATION.

A. Membership.
The board shall be composed of a chair elected by the student body and three student representatives selected by each class. A secretary shall be appointed by the SGA Executive Committee. The Director of Student Activities shall appoint an adviser.

B. Officers.
The officers of the Elections Board shall consist of the chair and the secretary.

C. Duties of the Officers.

1. Chair.
It shall be the duty of the chair to preside over all meetings of the Elections Board, to attend all meetings of the SGA Executive Committee, and to report all activities of the Elections Board to the SGA Executive Committee.

2. Secretary.
It shall be the duty of the secretary to record minutes for every meeting and distribute them to all members, the Director of Student Activities, the Vice President for Student Development, the SGA President, and the Elections Board Adviser; and perform any other duties as requested by the chair.

SECTION 5. MEETINGS.
The chair of the Elections Board shall call meetings when necessary (See By-Laws for Elections Systems).

Article XIV - Residence Hall Board

SECTION 1. NAME.
The name of this organization shall be Residence Hall Board.

SECTION 2. PURPOSE.
The purpose of this organization shall be to provide a living and learning environment in the residence halls where each student is able to develop as a well-rounded individual and as a contributing member of the community. The Residence Hall board strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. The board is committed to serving the total educational experience of individual students by providing a climate for the exchange of ideas, and atmosphere for broadening intellectual activity, and a setting for the interaction of women.

SECTION 3. FUNCTION.

A. It shall be the function of Residence Hall Board to provide a structure for the governance of residence halls and for planning and implementing creative programming and events.

B. It shall be the function of Residence Hall Board to provide opportunity for staff and residence hall student leadership.

C. It shall be the function of Residence Hall Board to discuss residence hall problems, policies and procedures.

D. It shall be the function of Residence Hall Board to assess student needs and provide leadership in meeting those needs within the residence hall environment.

E. It shall be the function of Residence Hall Board to encourage campus involvement and residence hall unity.

F. It shall be the function of Residence Hall Board to support and uphold the Meredith College Honor System.

SECTION 4. MEMBERSHIP.

A. Voting Members.
The board shall consist of the seven residence hall presidents and the resident assistants.

B. Non-Voting Members.
The chair (except in the case of a tie vote); the vice-chair; the secretary; the treasurer; the Director of Residence Life or her designee who shall serve as adviser; and the residence directors who shall attend as resource persons.

SECTION 5. ORGANIZATION.
There shall be a Residence Hall Board Executive Committee and a Residence Hall Full Board. Residence Hall Board Executive Committee is comprised of chair, a vice-chair, a secretary, a treasurer, and seven residence hall presidents. RHB executive committee is advised by the Director of Residence Life or her designee.

Residence Hall Full board is comprised of RHB Executive Committee, Resident Assistants, Residence Directors, and the Director of Residence Life.

SECTION 6. SELECTIONS OF OFFICERS/MEMBERSHIP.

A. Officers.
The officers of Residence Hall board shall consist of a chair, a vice-chair, a secretary, and a treasurer. The chair shall be elected by campus-wide vote; the vice-chair, secretary, and treasurer shall be selected by application and interview. Residence hall presidents will be elected in the spring campus elections.

B. Resident Assistants.
Resident Assistants are selected and hired through an application/interview process conducted by the Office of Residence Life. Resident assistants are supervised by residence directors and are paid by the College for the administration of their duties as defined in the Resident Assistant Job Description.

C. Adviser.
The adviser of the Residence Hall Board shall be the Director of Residence Life or her designee and shall serve as a non-voting member.

SECTION 7. DUTIES OF MEMBERS.

A. Chair.
It shall be the duty of the chair to preside over all meetings of the executive committee and the full board; to serve as a non-voting member except in the case of a tie; to call any meetings she may deem necessary; to appoint (following the application/interview process and counsel with the adviser) the vice-chair, the secretary, and the treasurer; and to appoint committees as needed. She shall serve as a member of the SGA Executive Committee and shall report to the SGA President at regularly scheduled meetings. She (or her designee) shall serve as a member of the Programming Board and the Service Council. She, along with the executive committee, shall plan and preside over the meetings of the full board on the last Monday night of each month.

B. Vice-Chair.
It shall be the duty of the vice-chair to preside over all meetings of the executive committee and the full board in the absence of the chair; to serve as a non-voting member except in the case of a tie when the chair is absent; and to perform all other duties when the chair is absent. The vice-chair shall be directly responsible for the resource room. The vice-chair shall also be responsible for any duties delegated to her by the chair. A vacancy which occurs in the office of the chair shall be filled by the vice-chair.

C. Secretary.
It shall be the duty of the secretary to record the proceedings and decisions of the executive committee and of any RHB business session; to properly distribute the executive committee's minutes to each committee member as well as the Vice President for Student Development, the Director of Student Activities, the Director of Residence Life, the SGA President, and other specified individuals. The secretary shall serve as a non-voting member and shall be responsible for any other duties delegated to her by the chair.

D. Treasurer.
It shall be the duty of the treasurer to manage the budget of RHB, to allocate money to the members of RHB in accordance with the budget, to meet monthly with the Director of Student Activities to balance RHB's account, to update monthly the balance of each individual resident assistant, to receive purchase order requests and have those requests approved by the Director of Student Activities, to receive requests for work to be done in Central Printing, and to monitor RHB's Central Printing account. It shall also be the treasurer's duty to submit a bi-annual financial report to Director of Student Activities, to serve as a non-voting member, to work closely with the SGA Treasurer, and to be responsible for any other duties delegated to her by the chair.

E. Residence Hall Presidents.
It shall be the duty of the residence hall president exhibit a strong leadership role in her residence hall, to be a liaison between the resident assistants in her residence hall and the RHB Executive Staff, to coordinate fire drills, to coordinate Open House, and to grant special permission for men to carry heavy items to or from a students room in the event of the student's not being able to get permission from the RD. All Residence Hall Presidents will formulate a resident student programming committee to plan activities for the entire resident student population throughout the year. The Freshman Residence Hall Presidents will organize and facilitate activities for their residence halls throughout the year depending on the needs of the women in their residence halls.

F. Resident Assistants.
It shall be the duty of the resident assistant to serve as the liaison between her respective hall and RHB; to assist with residence hall activities; to perform duties outlined in the resident assistant job description and manual; and to maintain a close working relationship with her residence director and residence hall president.

SECTION 8. MEETINGS.

A. Residence Hall Full Board.

1. The Residence Hall Full Board shall meet monthly to consider the business of the board. This meeting shall be held in conjunction with the regularly scheduled 5:30 p.m. Residence Life Staff Meeting. This meeting shall be planned and facilitated by the executive committee under the leadership of the Chair and shall be a forum for ideas, problems and information exchange and may include a time for fellowship. The Chair may call a full board meeting with the consultation of the Director of Residence Life.

2. Two-thirds of the voting members of RHB shall constitute a quorum of the full board.

B. Residence Hall Board Executive Committee.

1. The Residence Hall Board Executive Committee shall hold regular meetings twice a month at a regularly scheduled time. The executive committee may be called into session whenever deemed necessary by the chair.

2. Executive members shall be permitted one excused absence per semester. More than two unexcused absences shall result in the automatic termination of her position. Vacancies shall be filled by appointment by the chair following the application/ interview process and in consultation with the Adviser. The attendance policy shall apply only to regularly scheduled executive committee meetings. When a member is absent, she shall provide a substitute (without a vote) to represent her residence hall.

3. All RHB Executive Committee members shall attend the Monday evening, 5:30 p.m. full board meetings and any other deemed necessary by the chair. The residence hall presidents shall attend the residence hall staff meetings in her respective residence hall. Excessive absences from staff meetings shall be reviewed by the executive committee to determine the need for disciplinary action.

4. Two-thirds of the voting members of the RHB Executive Committee shall constitute a quorum.

SECTION 9. AMENDMENTS.
This constitution may be amended any time deemed necessary by the Residence Hall Board. Any amendments to the constitution requires a quorum vote of the full board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Committee and SGA Senate.

Article XV - Association of Meredith Commuters.

SECTION 1. NAME.
The name of this organization shall be the Association of Meredith Commuters.

SECTION 2. PURPOSE.
The purpose of the Association of Meredith commuters shall be to serve as a liaison between the traditional-age commuter student community and the on-campus community, to build the commuter student community through programmed activities, and to voice student concerns through representation on the Student Government Association Executive Committee.

SECTION 3. FUNCTION.

A. It shall be the function of the Association of Meredith Commuters to provide the opportunity for Meredith's traditional-age commuter student population to meet on a regular basis to address concerns.

B. It shall be the function of the Association of Meredith Commuters to inform students of campus-wide functions and the association's programmed activities.

C. It shall be the function of the Association of Meredith Commuters to provide activities which serve the needs of the traditional-age commuters.

D. It shall be the function of the Association of Meredith Commuters to encourage campus involvement and commuter unity.

E. It shall be the function of the Association of Meredith Commuters to instruct, support, and uphold the Meredith College Honor System.

SECTION 4. MEMBERSHIP.
Membership in the organization is open to all traditional-age commuter students enrolled at Meredith College.

SECTION 5. DUTIES OF MEMBERS.

A. It shall be the duty of each member to attend association meetings held twice a month.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which she is appointed by the members of the executive committee.

D. It shall be the duty of each executive member of the Association of Meredith Commuters to attend all executive and association meetings scheduled in the Meredith College calendar. Each member will be allowed two absences per semester for all meetings. Only one of the absences may be unexcused. Additional absences will be cause for review by the executive board and may result in dismissal from office.

SECTION 6. OFFICERS.

A. The officers of the organization shall consist of a president, vice president, secretary, treasurer, social chairperson, publicity chairperson, two senators, one Student Life Committee representative, two Honor council representatives, and the newsletter editor.

B. The president shall be elected from the rising junior or senior classes during campus-wide elections. Following campus-wide elections, the association will elect members to the following positions: the vice president, secretary, treasurer, social chair, publicity chair, one Student Life Committee representative, two senators, two Honor Council representatives, and the newsletter editor, and freshman commuter assistant.

SECTION 7. DUTIES OF OFFICERS.

A. President.
It shall be the duty of the president of the Association of Meredith Commuters to preside over meetings of the commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Committee, to serve as an active member of the Programming Board, and to attend meetings with the Adviser of the Association of Meredith Commuters. She shall also be responsible for aiding in the orientation of commuter students in the fall and spring and will perform any other duties that may fall upon her as the president of the Association of Meredith Commuters. In the event of her absence, the vice president of the association will preside over AMC meetings.

B. Vice President.
It shall be the duty of the vice president of the Association of Meredith Commuters to preside over meetings of the commuter students in the absence of the president of the association; to appoint committees as needed; to oversee all committees and report committee actions to the association; to reserve speakers when necessary; and to assist the president in all commuter student affairs. A vacancy in the office of the Association of Meredith Commuters President shall be filled by the vice president.

C. Secretary.
It shall be the duty of the secretary of the Association of Meredith Commuters to record the proceedings and decisions of the association and the executive board and to distribute the minutes to the SGA President, AMC Adviser, Vice President of Student Development, and other specified individuals within one week or less of the meeting. She shall be responsible for reporting association activities and upcoming events to the *Meredith Herald.* She shall also be responsible for any other correspondence deemed necessary by the association.

D. Treasurer.
It shall be the duty of the treasurer of the Association of Meredith Commuters to keep a strict and permanent account of all receipts of the association; to balance the association's account with the Office of Student Activities at least once per semester; to complete purchase orders or check requests when needed; and to file an end of year financial report with the Director of Student Activities.

E. Social Chair.
It shall be the duty of the social chair of the Association of Meredith Commuters to direct a committee which is responsible for planning social events, obtaining refreshments when necessary, and planning the semester luncheons that are sponsored by the Association of Meredith Commuters. She is to report to the vice president on all plans being made by the committee.

F. Publicity Chair.
If shall be the duty of the publicity chair to direct a committee which is responsible for publicizing commuter meetings and other events that the association sponsors. She is to report to the vice president on all plans being made by the committee. In addition, she is to maintain a scrapbook of association events.

G. Newsletter Editor.
It shall be the duty of the editor of the association newsletter to direct a committee which is responsible for writing, publishing, and distributing The Communicator on a regular basis. In addition, she is to report to the vice president on all plans being made by the committee.

H. Senators.
It shall be the duty of the two Senate representatives to attend every Senate meeting and report to the president and association at regular meetings.

I. Student Life Committee Representative.
It shall be the duty of the Student Life Committee representative to attend all Student Life Committee meetings, to voice commuter concerns in those proceedings, and to report to the association at

regular meetings.

J. Honor Council Representative.
It shall be the duty of the Honor Council representatives to attend all Honor Council hearings involving traditional-age commuter students and to report to the association as deemed necessary by the representatives.

SECTION 8. ADVISER.
The Adviser shall be the Director for Commuter Life or her designee.

SECTION 9. MEETINGS.
There shall be a meeting of the commuter students twice a month and whenever deemed necessary by the president. The SGA Executive Committee may request a special meeting of the association. There shall also be a meeting of the executive board at least once a month and at any other time deemed necessary by the president.

SECTION 10. AMENDMENTS.
Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meeting of the organization. Those students in attendance constitute a quorum. Amendments must be ratified by a two-thirds vote of the attending members.

SECTION 11. APPROVAL.
The constitution must be ratified by a two-thirds vote of the attending members of AMC, the Senate, and the SGA Executive Committee.

Article XVI - Women in New Goal Settings.

SECTION 1. NAME.
The name of this organization shall be Women in New Goal Settings, usually known as WINGS.

SECTION 2. PURPOSE.
The purpose of this organization shall be to provide information, fellowship, support, and leadership opportunity for students at Meredith who are older than the traditional-age student; to serve as a liaison between the re-entry student and the on-campus community; and to voice student concerns through representation on the SGA Executive Committee.

SECTION 3. FUNCTION.
The function of WINGS is to meet once a month for general membership and once a month for evening students in order to provide fellowship and support for women re-entering the academic community and to provide them with information about campus-life.

SECTION 4. MEMBERSHIP.
Membership shall be open to all Meredith students past the age of 23 and to any others who may feel that their situation and needs are similar to those of older students.

SECTION 5. OFFICERS.

A. The officers of this organization shall be the president, vice president, secretary, treasurer, communication chair, social chair, evening co-chairs, activities chair, MCA representative, Honor Council representatives, and the Student Life representative.

B. Election of Officers.

1. At the beginning of the spring semester, the executive committee shall appoint a nominating committee and chair.

2. At the beginning of spring semester, the membership shall be introduced to the nominating committee chair and encouraged to run for office. Those interested in running must file with the nominating committee.

3. The president-elect shall choose committee chairs as needed. These will usually be announced by the last meeting when officers are inducted.

4. The officers shall be elected annually.

5. Election shall be by ballot at the next to last meeting of each school year.

6. The new officers shall take office at the last meeting of the school year.

C. Duties of the Officers and Committee Chairs.

1. President.
It shall be the duty of the President to call and preside over all meetings of the WINGS Executive Committee and the general membership. The president shall be the SGA representative. The president shall meet regularly with the advisers in Continuing Education, meet regularly with the members of the executive committee in preparation for the general membership meetings and with the evening co-chairs to assure communication between the two groups. The president is also responsible for monitoring the functions of the members of the executive committee and for overseeing the budget. The president-elect shall plan for the organization's programs for the coming year.

2. Vice President.
The duty of the vice president shall be to assist the president and to preside over meetings in her absence. The vice president shall be the Senate Representative or shall appoint a representative in her

place. The vice president shall be responsible for communicating with the president and the committee chairs.

3. Secretary.
It shall be the duty of the secretary to record the minutes of all WINGS meetings and to send copies of these minutes each month to the members of the WINGs Executive Committee, the adviser from Continuing Education, and Director of Student Activities, the Vice President of Student Development, the evening co-chairs, and the WINGS faculty adviser. The secretary shall handle all social and business correspondence related to WINGS and shall maintain open communication with the WINGS communication chair. The minutes shall be placed in a permanent file located in Cate Center.

4. Treasurer.
It shall be the duty of the treasurer to maintain an accurate record of all financial transactions of WINGS and to prepare a projected annual budget. She shall monitor the funds allocated by Student Activities. She will meet with and prepare monthly reports for the WINGS President and the Director of Student Activities. The treasurer shall submit an annual report of financial transactions by the week prior to final exams in the spring semester. She shall give financial reports, if requested, at WINGS Executive Committee and at general membership meetings. This office may be combined with the office of the secretary or any other office as deemed necessary by the executive committee.

5. Senator.
It shall be the responsibility of the Senator to attend all meetings of the Senate and to represent re-entry students. She shall serve on any sub-committees to which she is appointed.

6. Honor Council Representative.
It shall be the responsibility of the Honor Council representatives to attend meetings of the honor Council involving WINGs students. The Honor Council representatives will attend these cases on an alternating basis, scheduled by the Honor Council Chair.

7. Student Life Representative.
It shall be the responsibility of the Student Life representative to attend all meetings of the Student Life Committee, to represent re-entry students, to voice re-entry student concerns, and to serve on any subcommittees to which she is appointed.

8. Communication Chair.
It shall be the duty of the communication chair to coordinate and distribute information gathered by her committee members to both day and evening WINGS members. The communication chair may appoint the members to this committee. It shall be their responsibility to publicize and promote WINGS sponsored events and to participate in the distribution of the information pertaining to events that involve the whole Meredith Community. It shall be the duty of the chairperson to report these events to *Meredith Herald* when deemed necessary.

9. Social Chair.
It shall be the responsibility of the social chair to plan, coordinate, and implement social functions for WINGS. The chair's duties will include planning and coordinating social functions and annual events established by the general membership, and other social functions as requested by the WINGS membership, the executive committee, and the advisers.

10. Evening Co-Chairs.
It shall be the responsibility of the evening co-chairs to be the liaison between the evening WINGS students and the day students.

11. Activities Chair.
It shall be the responsibility of the activities chair to plan and coordinate activities involving WINGs participation in Cornhuskin'. The activities chair shall be the WINGS representative to the Meredith recreation Association, or she shall appoint a representative to go in her place.

12. Meredith Christian Association Representative.
It shall be the responsibility of the MCA Representative to be a liaison between the MCA and the executive committee. It shall be her responsibility to plan and implement the WINGs Chapel service. The MCA Representative shall attend the MCA meetings.

SECTION 6. MEETINGS.

A. General membership meetings shall usually be held once a month during the academic year. The executive committee meetings are called at the discretion of the president. Those members wishing to make presentations should call prior to the meeting to be placed on the agenda. Executive

committee meetings are open to the general membership and dates, times, and locations will be posted on the WINGS bulletin board.

B. There shall be a called transitional meeting to turn over all materials from the prior year to the incoming officers and committee persons.

SECTION 7. ADVISERS.

Two advisers shall be selected by the newly elected executive committee at the last meeting of the spring semester. One adviser shall be from Continuing Education, and the second adviser shall be from the faculty. Advisers will be asked to be present at WINGS meetings to assist the officers of the organization as needed.

SECTION 8. AMENDMENTS.

Proposed amendments must be circulated and/or posted on the WINGS bulletin board in Cate Center for general members at least two weeks prior to any regular meeting of the organization. Those in attendance constitute a quorum. Amendments must be ratified by a four/fifths vote of the attending members.

SECTION 9. APPROVAL.

The constitution must be ratified by a four/fifths vote of the attending members of WINGS, the Senate, and the SGA Executive Committee.

By-Laws

Article I - Election Systems

Section 1. Filing.

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board.

Section 2. Campaigning.

Campaign posters are allowed provided they meet the regulations set by the Elections Board.

A. Each candidate may have two posters, not to exceed 11 x 14 inches, on each residence hall floor.

B. A candidate may put fliers on students' doors provided they have permission from the student.

C. Posters may not be hung until the candidate has filed for office.

D. No posters or fliers are allowed in the dining hall or on doors entering the dining hall. Also, no posters are allowed in classroom buildings, in Johnson Hall, or on any entrance door of the Cate Center or library. Table tents must be approved by the Director of Food Services.

E. Distributing fliers at each door in the residence halls and campaigning door-to-door are allowed.

F. Candidates may not campaign at the voting table.

G. Specialty campaigning must be cleared with the Elections Board.

Section 3. Offices.

A. Campus-Wide Elections.

The following offices shall be elected during campus elections:

Student Government Association President*
Vice President of SGA/Senate Chair*
SGA Treasurer*
SGA Secretary*
Honor Council*
Student Life Chair*
Elections Board Chair*
Association of Meredith Commuters President*
Residence Hall Board Chair*#
WINGS President*
Meredith Christian Association President*
Meredith Christian Association Vice President*
Meredith Entertainment Association President*
Meredith Entertainment Association Vice President*
Meredith Recreation President*
Meredith Recreation Vice President*
Programming Board Chair
Review Board Members(5)
Chief College Marshal**
Chief Student Adviser
Freshman Residence Hall Presidents+

B. Class Elections.

The following offices shall be elected during class elections:

Class President*
Class Vice President*
Class Secretary*
Class Treasurer*
Class Historian*
Class Cornhuskin' Chairs
Class Stunt Co-Chairs
Honor Council Representatives (2)
Elections Board Representatives (3)
Class Marshals (2)
Class Senators (3)
Student Life Committee Representatives (3)

* Students who file for these offices are required to present a speech to those who elect them prior to the voting of the election that pertains that office.

+ Resident students may not file for these offices.

= Commuter students may not file for these offices.

** The Chief College Marshal must have served as a marshal at least one year prior to this selection.

- Co-Chair positions shall be limited to Cornhuskin' and Stunt. If a candidate runs as a chair and not as a Co-Chair, she shall remain the only chair throughout her term.

Section 4. Eligibility.

Any student who is or has been on reprimand or probation by Honor Council at any time during the current academic year, any rising junior or senior who does not have at least a 2.25 GPA, or any rising sophomore who does not have at least a 2.0 GPA may not hold any of the positions previously specified in Section 3. A grade check will be implemented by campus-wide and organizations' advisers at the beginning of every semester. Students who will not be attending classes at Meredith College during both semesters of term of office are also ineligible to file. If circumstances prevent an elected officer from attending classes at Meredith during her term, she must notify the

Student Government Association Executive Committee as soon as she is aware of this situation. Any student who files for a residence hall office must have lived in a residence hall for at least one full semester immediately preceding the election. Likewise, any student who files for a commuter office must have been a commuter student for at least one full semester immediately preceding the election.

SECTION 5. REMOVAL FROM OFFICE.

A. An elected or appointed rising sophomore must maintain at least a 2.0 cumulative GPA during her term, or her term in office will be terminated. An elected or appointed rising junior or senior must maintain at least a 2.25 cumulative GPA during her term, or her term in office will be terminated.

B. Before the holder of an office specified in Section 3 can be removed from office, the president, chair, or adviser of her organization must issue a oral warning stating that she is not performing her duties as outlined in her constitution of job description. If the officer continues not performing her job, the president, chair, or adviser must issue a written warning. If the situation persists after the written warning, the president, chair, or adviser must notify the SGA Executive Committee to remove the officer from her position. The Meredith College Community must then be notified promptly of the officer's removal from her position.

C. If the holder of any campus office is found guilty of an Honor Council offense, she may be removed from her office by the Honor Council.

SECTION 6. CLASSIFICATION.

Candidates will file for various offices according to the class status outlined below:

A. The following are to be elected from the incoming senior class:
- President of the Student Government Association
- Chief College Marshal
- Chief Student Adviser

B. The following are to be elected from the incoming junior class:
- Vice President of the Student Government Association
- Treasurer of the Student Government Association

C. The following are to be elected from the incoming senior or junior class:
- President of Association of Meredith Commuters
- President of Meredith Christian Association
- President of Meredith Entertainment Association
- President of Meredith Recreational Association
- Chair of Honor Council
- Chair of Residence Hall Board
- Chair of Elections Board
- Chair of Student Life Committee
- Programming Board Chair

D. The following are to be elected from the incoming senior, junior, or sophomore class:
- Treasurer of Student Government Association
- Secretary of Student Government Association
- Vice President of Meredith Christian Association

E. The following is to be elected from the incoming junior or sophomore class:
- Vice President of Meredith Entertainment Association
- Vice President of Meredith Recreation Association

F. The following are to be elected from the incoming sophomore class:
- Secretary of Student Government Association

SECTION 7. MAJOR OFFICES.

No student shall hold more than one major campus office during a school term. Those offices classified as major offices are:
- Student Government Association President
- Student Government Association Vice President
- Honor Council Chair
- Student Life Chair
- Elections Board Chair
- Residence Hall Board Chair
- WINGS President
- Association of Meredith Commuters President
- SGA Secretary
- SGA Treasurer
- Residence Hall Presidents
- Chief Student Adviser
- Meredith Entertainment Association President
- Meredith Entertainment Association Vice President
- Meredith Christian Association President
- Meredith Christian Association Vice President
- Meredith Recreation Association President
- Meredith Recreation Association Vice President
- Class Presidents
- Class Vice Presidents
- Programming Board Chair

SECTION 8. ELECTIONS PROCEDURE

A. Validation of Elections.
For any election to be valid, the Elections Board must supervise the election.

B. Validation of Ballots.
Valid ballots must include the name of every candidate and a line for write-in candidate for each office listed.

SECTION 9. VOTING.

A. Majority.
Majority vote is 51% of the total number of ballots returned and constitutes election in all cases except the following:

1. When the number of candidates is the same as or fewer than the number of positions for a particular office and the candidates have more votes than any write-in candidate, the candidates are elected.

2. When the number of candidates with a majority exceeds the number of positions for a particular office, candidates with 51% shall be voted on in a run-off election. This procedure is possible only in offices with more than one position.

B. Run-Off Elections.

1. Eligibility for Run-off Elections.

(a). If a run-off is needed for an office with one position, the run-off ballot will include the candidate with the highest percentage of votes plus those candidates whose percentages,added with the percentage of the top votegetter, equal at least 51% of all votes cast. (Example: Five candidates are running in an election: A,B,C,D, & E. A has 23% of the votes cast; B has 21%; C has 17%; D has 20%; and E has 9%. Since the sum of A's and B's percentages does not equal 51%, D must also be included in the run-off.)

(b). In the case of a tie vote for the last candidate to complete the 51%, all tied candidates will be included in the run-off election.

(c). If 51% is not attained by one candidate in offices with more than one position, all candidates will be in the run-off.

(d). If 51% is attained by one candidate in offices with more than one position available, then all remaining candidates will be in the run-off.

2. Election Run-off Decisions.

The election run-off will be plurality, which is a margin of one or more votes.

C. Tie.

In the event of a tie in an election run-off, the tie will be referred to the Advisory Council for a decision by secret ballot. The Elections Advisory Council decision is final.

D. Vote Disclosure.

Candidates' total votes will not be disclosed unless the candidate makes a written request to the Election Board Chair within 24 hours of the posting time of the results. The requesting candidate may only receive her total. A candidate may request a recount of the votes for the office for which she filed. At that time the chair will contact the members of the Election Board, the adviser, and the involved candidates. (If it occurs during class elections, the chair will only contact those members on the board that represent that particular class.) The members of the Elections Board, in the presence of the Elections Board Chair and the Elections Board Adviser, will then recount the votes of that particular office. The Elections Board Chair will contact the candidates in question to inform them of the results of the recount. The results of the recount shall be considered final and shall be posted.

E. Appointments.

1. Unfilled offices shall be filled through an open interview process within each organization. Class status may be disregarded for appointments except in class offices. Appointed rising sophomores must have a 2.0 GPA and rising juniors and seniors must have a 2.25 GPA while all persons applying must fulfill other election requirements. If no one applies for unfilled positions, the senior officer of the organization, in consultation with the adviser, has the power of appointment. Appointments must be made in a timely fashion. The SGA Executive Committee shall appoint the offices of Chief College Marshal or Chief Student Adviser if they remain unfilled.

2. A vacancy in the office of president or chair of any branch of SGA shall be appointed by the SGA Executive Committee, except for the associations which have an elected vice president who shall fill the presidency.

3. A vacancy in the position of residence hall president shall be filled by appointment by the President of SGA and the Chair of the Residence Hall Board after consultation with the Director of Residence Life.

SECTION 10. ELECTION CONTESTATION.

A. Election Advisory Council.

1. Membership.

The Election Advisory Council will be composed of the Elections Board Chair (non-voting mediator), the Elections Board Adviser (non-voting), and the SGA Executive Committee.

2. Duties.

a. It shall be the duty of the Election Advisory Council to

investigate and rule on any election contestation.

b. It shall be the duty of the Election Advisory Council to make sure correct contesting procedures are followed.

c. It shall be the duty of the Election Advisory Council to see that contesting procedures are handled expediently but not at the expense of fair and just decision.

d. It shall be the duty of the Election Advisory Council to notify the Elections Board, the involved candidates and the contestors of the decisions reached.

e. It shall be the duty of the Election Advisory Council to cast the deciding vote by secret ballot in the event of a tie in a run-off election.

3. Powers.

a. The Election Advisory Council shall have the power to uphold or overrule the Elections Board's decision in the event of contestation.

b. The Election Advisory Council shall have the power to uphold the contestation and proposed solution of the contestors and instruct the Elections Board to act accordingly.

c. The Election Advisory Council shall have the power to uphold the contestation but propose a reasonable compromise to be executed by the Elections Board.

d. The decision made by the Election Advisory Council is final.

B. Eligibility.
Any voter or candidate maycontest election.

C. Procedures.

1. A written notice of contest must be given to the Election Board Chair within 24 hours of the official posting time.

2. The notice of contestation must include:

a. Exactly what about the election is being contested.

b. The reasons of contestation.

c. The name(s) of the contestor(s). The first name listed will be recognized as the chief contestor.

d. The contestor's proposed solution to the action or ruling being contested.

3. The Elections Board Chair must expediently contact the following:

a. all the Election Board members,

b. the SGA Executive Committee,

c. all the involved candidates, and

d. the Director of Student Activities or her designee.

4. The Elections Board Chair must call a meeting of the Election Advisory Council within 48 hours of the notification of the contestation.

a. No involved contestor or candidate may participate in this meeting without invitation from the council.

b. No involved candidate may be under any circumstances be involved in the voting of the meeting.

5. The involved candidates must be sent expediently a written notification of the decision reached by the Election Advisory Council.

Section 11. Assumption of Duties
Officers shall assume their duties after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

Article II - Meeting, Order for Business, and Quorum
Section 1. Meeting of the Association.

A. Called Meetings. The president of the Association may call a meeting of the Association at any time. A meeting must be called by her at the written request of 10 percent of the members. This request must state the object of the meeting. In the event that the Senate deems a required Student Government Association meeting necessary, it may require such a meeting.

B. Forums. The Student Government

Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

Section 2. Order for Business.
All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order as revised in the by-laws.

Section 3. Quorum.
One-tenth of the members of the Association shall constitute a quorum for the transaction of ordinary business if a quorum is not present and if the on-tenth rule is invoked by the student government president and approved by a majority of those present.

Article III - Procedures

Section 1. Legislation/Regulation Procedure.

A. Origin of Legislation/ Pre-registration Proposals

Legislation/Regulation proposals shall originate in either the Senate or the Student Life Committee. Proposals may be submitted:

1. To the Senate by:
   a. a Senator
   b. a student, or
   c. the SGA Executive Committee

2. To the Student Life Committee by:
   a. a member of the Student Life Committee
   b. a subcommittee of the Student Life Committee, or
   c. any member of the Meredith community

B. Consideration of Legislation/Regulation Proposals.

After approval by the Student Government Association, all proposals will be submitted to the appropriate college vice president.

1. All legislation shall be submitted to the Vice President for Student Development.

   a. If legislation is approved, it shall be sent to the appropriate channels through which it will take effect.

   b. If amended by the Vice President for Student Development, the proposal goes back first to the organizing body. An explanation of the Vice President for Student Development's action must be sent to the Student Government Association.

   c. If legislation is vetoed, the Vice President for Student Development will inform the organizing body of the rationale for the veto. With this information the orginating body can improve futuredeliberations.

   d. If legislation is not acted upon within a two week period, a special conference of the Senate Chair, the Student Life Committee Chair, the SGA President, and the legislation shall be called by the chair of the originating body the following week.

2. All regulations shall be submitted to the appropriate college vice president.

   a. If regulation is approved, it shall be sent to the appropriate channels through which it will take effect.

   b. If amended by a college vice president, the regulation goes back first to the originating body. An explanation of the college vice president's action must be sent to the Student Government Association.

   c. If regulation is vetoed, the appropriate college vice president will inform the originating body of the rationale for the veto. With this information the originating body can improve future deliberations.

   d. If regulation is not acted upon within a two week period, a special conference of the Senate Chair, the Student Life Committee Chair, the SGA President, and the college vice president to discuss the regulation shall be called by the chair of the originating body the following week.

Section 2. Judicial Procedure.

A. Preliminary Procedure

This procedure shall be followed by the Honor Council in the preliminary investigation of cases.

1. Initiation of Charges
   a. When an accusation is made to the Solicitor General by a member of the College community (any student, faculty member, administrator, staff member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the Solicitor General.

   b. Formal charges following investi-

gation shall be served on the accused by the summons signed by the Solicitor General.

c. The summons shall be delivered to the accused by the Solicitor General in person, in private, and in writing at least seven days prior to the time set for trial.

d. The summons shall specify the charge, the time and place of trial.

e. The Solicitor General shall notify the secretary who shall then notify the chair, Support Counselor, and the Dean of Students of the initiation of formal charges.

f. Prior to any discussion of the alleged offense between the accused and the Solicitor General, or any college official investigating the matter, the accused shall be informed of her rights. Failure to inform the accused of her rights shall cause all incriminating statements made by her prior to such time to be inadmissible in any proceeding on the alleged offenses.

g. The Solicitor General shall present the accused with the alternatives open to her in responding to the formal charge after informing her of the following rights granted under this instrument:

1. The right to written notification of hearing, time, place and charge before the hearing.

2. The right to be presumed innocent until proven guilty through clear and convincing evidence.

3. The right to refuse to respond to questions that would tend to be self-incriminating.

4. The right to a fair, impartial, and confidential trial.

5. The right to a speedy trial.

6. The right to the services of the Support Counselor, if she so chooses, or a council of her own choosing from among the students presently enrolled at the College who have no formal legal training.

7. The right to present material and character witnesses from members of the Meredith College community only, and to testify and present evidence in her own behalf. Written testimony from off-campus persons may be presented at the hearing.

8. The right to separate trial upon request.

9. The right to know the evidence and to face witnesses testifying against her.

10. The right to question any material witnesses or to challenge and rebut any evidence.

11. The right to plead innocent without fear of being tried for lying in relation to that plea if proven guilty. (This does not disallow being tried for lying if the accused lies in order to support a plea.)

12. The right to a tape of the presentation at the hearing, if notification is given within 48 hours of the trial, for the benefit of the accused in the appeal to the Review Board.

13. The right to immediate oral notification of the Honor Council's decision regarding verdict and penalty. If the accused is not waiting, the chair will write or call the accused person at the first opportunity. The accused will receive a written notification of verdict and penalty from the secretary.

14. The right to be free from re-trial under this procedure

for the same offense, after acquittal under this procedure.

15. The right to submit an appeal within 48 hours of the Honor Council hearing.

16. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the accused's own free will and in writing.

h. If the accused fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the defendant may be subject to a more severe penalty if deemed appropriate by the council.

i. In response to the accused's right to the service of the Support Counselor:

1. If the accused waives her right to the service of the Support Counselor, the Solicitor General and the accused shall have the preliminary conference at which time the Solicitor General shall obtain the facts of the case and a plea from the accused. (This is the end of the preliminary procedure if the accused waives this right.)

2. If the accused exercises her right to the service of the Support Counselor, the Support Counselor and the accused have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.

3. Service of a Support Counselor is not available during the summer.

2. Preliminary Conference

a. In order to enable the accused to prepare a defense, a preliminary conference must take place at least nine-ty-six (96) hours before the trial. However, upon request for waiver by the accused, trial may be held in a period either less than or greater than ninety-six (96) hours. Request for departure from the time requirement shall be filed by the accused with the Solicitor General.

b. The Support Counselor and the accused shall meet with the Solicitor General for the preliminary conference within twenty-four hours following the service of the summons, at which time the plea and facts shall be presented to the Solicitor General. The Solicitor General shall explain the charge and the nature of the evidence against the accused.

c. The plea presented to the Solicitor General during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing.

d. Upon revelation of the facts of the case, any material or character witness shall be served with a written summons by the Solicitor General and the Support Counselor to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No witness may appear in a hearing who has not been officially summoned by the Support Counselor or the Solicitor General.

B. Jurisdiction

1. After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The five voting members of Honor Council, who serve on a rotating basis shall determine the verdict, and render appropriate penalties by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the Chair of the Honor Council shall cast the deciding vote. The accused is notified of the verdict and penalty in writing as quickly as possible by the secretary of Honor Council. The secretary of the Honor Council also notifies the accuser (in an academic case, the professor involved) and

the Vice President for Student Development of the verdict and penalty. In the event of suspension or expulsion, if after a 48-hour period following her notification the student has not appealed, the decision will be submitted to the President of the College for final approval.

2. The student may appeal any Honor Council decision except cases involving an automatic penalty. The route of appeal begins with the Review Board, whose action is final except in cases of remand or cases involving suspension or expulsion. Only cases involving suspension or expulsion may be appealed beyond the Review Board to the President of the College.

3. A tape will be made of the hearing (not including the deliberation), and the accused will be allowed a copy at her own expense. This tape is for the benefit of the accused in an appeal to the Review Board. If she fails to give notice of desiring a copy of the tape within 48 hours of oral notification of the Honor Council verdict and penalty, the tape will no longer be made available to the student.

4. In the event that a student fails to respond to her summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the defendant present. Such action by the defendant shall be considered a violation of the Honor Code and deserving of a penalty.

Section 3. Review Board

A. Method of Appeals to Review Board

A student may appeal to the Review Board by giving a written notice of her appeal to the Vice President for Student Development within 48 hours of the Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state reason for the appeal.

The Review Board hearing shall occur on the Friday following the receipt of the notice of appeal unless pre-empted by another student appeal, in which case the hearing would be held during the following week.

B. Record of Appeals

The appeal is considered solely on the record of the Honor Council proceedings. (This record consists of the summons, the digest of proceedings, and the tape recording of the proceedings. The Honor Council Secretary shall be responsible for making the Honor Council records available to the Review Board 48 hours before the review.)

C. Consideration of Appeal: Scope of Review

1. Consideration of Appeal

The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged or the Support Counselor, and the Solicitor General upon their request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. Appellant shall have a maximum of five minutes to present her appeal.

2. Scope of Review

Review of hearing is confined to the questions: (1) whether there is clear and convincing evidence in the record to support the verdict and /or penalty; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome. Review of the penalty imposed is confined to the question of its essential appropriateness in total context.

D. Determination of Appeal: Notice of Action

1. Determination of Appeal

Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide the action on the appeal both in respect of the finding of violation and of the imposition of penalty. Decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.

2. Notice of Action

Written Notice of Action taken on appeal shall be given in person by the secretary of the Board to the student charged within 24 hours of the Board's decision.

E. Action Available to Review Board

On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may; (1) affirm both the findings of violation and the penalty imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged on the question of

violation was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation, but reduce the penalty to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduced the penalty to one deemed more appropriate.

F. Finality of Action on Appeal by Review Board

The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the President of the College in cases provided in paragraph G.

G. Appeal to President of the College

In cases wherein the Review Board affirms a penalty of suspension or expulsion, the student charged may appeal the penalty to the President of the College within 48 hours of the Review Board's decision. The student shall present her appeal in writing to the Vice President for Student Development who shall then present the appeal accompanied with relevant case documents to the President. Review is based solely on the record of the appeal presented before the Review Board, plus any written brief filed with the Review Board by the student charged. The President of the College may, in conference with the student charged, hear and consider oral argument but may not consider any new evidence.Review by the President of the College is confined solely to the question of appropriateness of the penalty in total context. The President of the College shall reach a decision and give a formal written notice within ten days after receiving the written notice of appeal. He may affirm the imposition of penalty by the Review Board or change it to one deemed by him to be more appropriate. The action of the President of the College is final.

UnderGraduate Academic Calendar

Fall Semester

Arrival of new students
Thu., Aug. 17

Registration
Mon., Aug. 21

Registration of freshmen
Tue., Aug. 22

Classes begin
Wed., Aug. 23

Opening Convocation
Mon., Aug. 28

Last day to drop a course without paying
Tue., Aug. 29

Last day to add a course
Tue., Aug. 29

Labor Day holiday-no classes
Mon., Sept. 4

Last day to make grading changes
Wed., Sept. 20

Last day to drop with a W grade
Wed., Sept. 20

Midterm: Autumn recess begins at 5 p.m.
Fri., Oct. 13

Classes resume at 8 a.m.
Wed., Oct. 18

Mid term reports due at NOON
Wed., Oct. 18

Cornhuskin'
Fri., Nov. 3

Thanksgiving recess begins at 1 p.m.
Wed., Nov. 22

Classes resume at 8 a.m.
Mon., Nov. 27

Last day to withdraw from a course
Wed., Nov. 29

Last day of classes
Wed., Dec. 6

Reading day; music juries
Thu., Dec. 7

Final examinations
Fri., Dec. 8 - Sat., Dec. 16

Commencement
Sat., Dec. 16

Spring Semester

Registration
Tue., Jan. 09

Classes begin
Wed., Jan. 10

Martin Luther King Day-no classes
Mon., Jan. 15

Last day to drop a course without paying
Wed., Jan. 17

Last day to add a course
Wed., Jan. 17

Last day to make grading changes
Wed., Feb. 7

Last day to drop with a W grade
Wed., Feb. 7

Founders' Day
Mon., Feb 26

Midterm: Spring recess begins at 5 p.m.
Fri., Mar. 8

Midterm reports due at noon
Wed., Mar. 13

Classes resume at 8 a.m.
Mon., Mar. 18

Easter Recess begins at 5:30 p.m.
Thu., Apr. 4

Classes resume at 8 a.m.
Tue., Apr. 9

Last day to withdraw from a course
Thu., Apr. 22

Last day of classes
Mon., Apr. 29

Reading day; music juries
Tue., Apr. 30

Final examinations
Wed., May 1 - Thu., May 09

Commencement
Sun., May 12

Summer School

First session begins
Mon., May 27

First session ends
Fri., June 14

Second session begins
Mon., June 17

Independence Day-no classes
Tue., July 4

Second session ends
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Third session begins
Mon., July 8

Third session ends
Fri., July 26

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Student Handbook

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Meredith College Student Handbook

The Meredith College Student Handbook is designed to aid you in your adjustment and development within the Meredith community. The handbook includes information on Meredith's administration, academics, policies, services, and activities. The final section contains the Student Government Association Constitution and Bylaws.

You will find the Handbook most valuable if you read it first in its entirety and then use it as a reference whenever you have a question.

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Alma Mater

We salute thee, Alma Mater, we salute thee with a song,
At thy feet our loyal hearts their tributes lay;
We had waited for thy coming, in the darkness waited long,
Ere the morning star proclaimed thy natal day.

Thou hast come through tribulation and thy robe is clean and white,
Thou art fairer than the summer in its bloom.
Thou art born unto a kingdom and thy crown is all of light;
Thou shalt smile away the shadow and the gloom.

In thy path the fields shall blossom and the desert shall rejoice,
In the wilderness a living fountain spring;
For the blind shall see thy beauty and the deaf shall hear thy voice,
And the silent tongue their high hosannas sing.

Where the rhododendron blushes on the burly mountain's breast,
In the midland, where the wild deer love to roam;
Where the water lily slumbers, while the cypress guards its rest,
Lo, thy sunny land of promise and thy home.

Where the sons of Carolina taught a nation to be free,
And her daughters taught their brothers to be brave;
O'er a land of peaceful plenty, from the highlands to the sea,
May thy banner, Alma Mater, ever wave.

—Richard Tilman Vann

Purpose

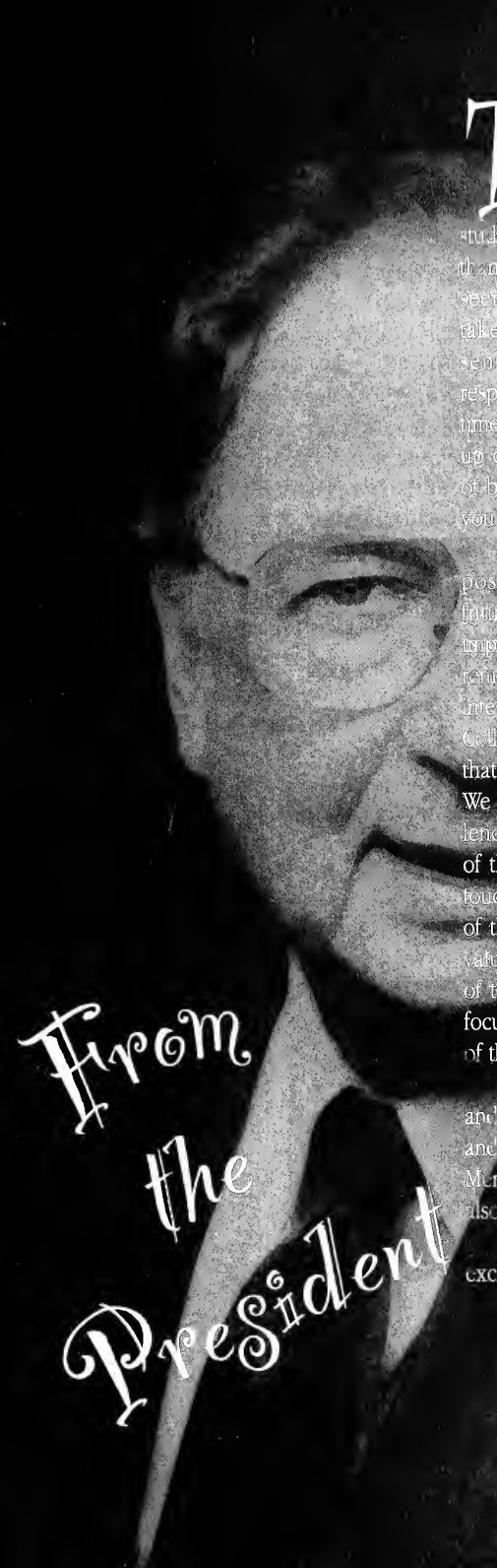
As Stated in the Charter of Meredith College

The purpose of this corporation is to provide for higher education of women under Christian auspices and within a Christian context, fostering in all its activities and relationships the ideals of personal integrity, intellectual freedom, and academic excellence; and to that end, to provide adequately and fully for the maintenance, management, operation, and development of a college at Raleigh, North Carolina, under the name of Meredith College. This institution, a liberal arts college, shall emphasize and develop its academic program in terms of scholastic standards and service, and shall maintain procedures implicit in an educational institution of high quality; and, as a Christian college, shall be primarily concerned to deepen and broaden the Christian experience of its students and to prepare them for maximum service in the Christian enterprise.

Nondiscriminatory Policy

Meredith College admits women students of any age, race, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, creed, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Furthermore, it does not discriminate in admission or access to its programs and activities on the basis of handicap as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries may be directed to the vice president for business and finance at Meredith, who coordinates the College's nondiscriminatory policy on the basis of special needs. The vice president and dean of the college coordinates policy with regards to learning disability.



From the President

There's a Meredith in your future. It's a Meredith whose dominant characteristic, I believe, is that our students care more about each other than at any other place I have ever seen. On its campus, some things take place that are truly magic—a sense of community, a sense of respect, a sense of place, a sense of time, a sense of beauty. Meredith is up close and personal, and the sense of belonging you find here stays with you always.

It's a Meredith that will always possess the magic. We know the future will bring changes, but it is important for us to know what will remain the same. We will always find integrity; that is the backbone of the College. We will always find honesty; that is the signature of the College. We will always find academic excellence; that is the chief characteristic of the College. We will always find a touch of class; that is the expression of the College. We will always find a value orientation; that is the direction of the College. We will always find a focus on God; that is the foundation of the College.

My vision for Meredith is positive and strong. We have a great school, and it will get better. I'm pleased that Meredith is in your future; and I am also delighted that you are in hers.

Welcome to Meredith—to the excitement of college in the 90's.

John E. Weems

Administrative Offices

President of the College

Dr. John E. Weems, 829-8511

As the chief educational and administrative officer of Meredith College, the president is responsible to the Board of Trustees for the supervision, management, and government of the College, and for interpreting and carrying out the policies of the Board of Trustees. The president signs all diplomas and other documents and legal instruments authorized by the Board or the Executive Committee. The president coordinates all administrative and educational functions of the College, and serves as the official representative of the College. The Office of the President is located on the second floor of Johnson Hall.

Vice President and Dean of the College

Dr. Allen Burris, 829-8514

The vice president and dean of the college supervises the academic program of the College and in the absence of the president acts in matters of a more general nature. The vice president is available to students for advice and help in all matters of academic concerns, and should be consulted when the academic situation warrants. The Office of the Vice President and Dean of the College is located on the first floor of Johnson Hall, room 126.

Vice President for Administrative Affairs

Dr. LaRose Spooner, 829-8511

The vice president for administrative affairs coordinates the Offices of Admissions, College Communications, and Financial Assistance. The vice president also represents the president at special meetings, conferences and functions, and coordinates special projects for the president. In addition, responsibilities include the preparation of strategic planning documents and other special reports and studies. The vice president maintains communications with the Board of Trustees and supports their decision-making responsibilities through the preparation of reports, studies, research, and presentations, and serves as corporate secretary of the Board. The Office of the Vice President for Administrative Affairs is located on the second floor of Johnson Hall.

Vice President for Business and Finance

Mr. Charles E. Taylor, Jr., 829-8516

The vice president for business and finance is responsible for all financial matters except those which relate to financial assistance, including student charges and payments. In addition to financial matters, the vice president is responsible for maintenance and housekeeping services, dining services, facilities services, health services, student store, campus security, telephone services, technology services, post

office, and central printing. The Office of the Vice President for Business and Finance is located on the first floor of Johnson Hall.

Vice President for Institutional Advancement

Dr. Murphy Osborne, 829-8374

The vice president for institutional advancement is the chief administrative officer responsible for development, fund raising, alumnae affairs, corporate and foundation relations, planned giving, and related activities. The institutional advancement staff works to promote college relations activities, including those of the Parents' Association, Student Foundation, and Granddaughters' Club. Fund-raising activities secure resources for current operation expenses. They also secure resources for capital improvements (building and renovations) and endowment providing perpetual support for all programs of the College. The Office of the Vice President for Institutional Advancement is located on the first floor of Johnson Hall.

Vice President for Student Development

Dr. Jean Jackson, 829-8556

The vice president for student development coordinates work of the Student Development division, including: Campus Ministry, Career Center, Commuter Life, Counseling Center, Dean of Students, First Year Experience, Residence Life, and Student Activities and Leadership Development.The vice president sets policy for the division and plans and encourages special opportunities related to these areas. She promotes student life at Meredith, supports student leadership, and seeks to enhance students' personal and intellectual growth and development. The Vice President for Student Development's office is located in 106 Johnson Hall.

Dean of Undergraduate Instruction and Registrar

Dr. Allen Page, 829-2867

The dean of undergraduate instruction and registrar is available to assist in matters relating to instruction, advising, and registration for courses. The Office of the Registrar is responsible for the scheduling of classes and academic records. The dean of undergraduate instruction is also the director of summer school. The Office of the Dean of Undergraduate Instruction and Registrar is located on the first floor of Johnson Hall.

Dean of Students

Ms. Sharon Cannon, 829-8521

The dean of students coordinates the work of the staff in the following areas of campus life: First Year Experience which includes new student orientation, the Student Adviser program, the First Year Experience class and activities designed to increase new student adjustment to the College community; student housing and residence life; commuter life; SGA Honor Council and related areas; student profiles research; special student populations including disabled student services; special programs related to student life; and personal counseling and interaction with students encountering difficulties. The office of the Dean of Students is located on the second floor of Park Center. Students are invited to come by the office any time or call to make an appointment.

Dean for Continuing Education

Dr. Mary Johnson, 829-8353

The dean for continuing education coordinates the work of the staff in the following programs: Broyhill Leadership, Graduate Studies, WINGS Re-entry, Enrichment, Legal Assistants, and Meredith After5. The dean promotes learning opportunities for adult women and provides a variety of non-degree programs to men, women, and children in the community. Students of traditional age may enroll in enrichment courses while undergraduates and in certification programs following graduation. The Dean for Continuing Education's office is located on the first floor of Park Center.

Alumnae Association Office

Ms. Mary Kate Keith, Director, 829-8391

Ms. Celeste Derey Brogdon, Assistant Director, 829-8392

The Meredith College Alumnae Association includes all Meredith graduates and any former students who did not graduate but request to become members. The Association serves to strengthen the relationship among alumnae and between alumnae and the College. Each class elects three agents their senior year prior to the Annual Meeting of the Alumnae Association and reports their names immediately following the election to the director of alumnae relations. The class agents link the College, the Alumnae Association, and their class. The alumnae director and assistant director also serve as the advisers for the Student Foundation and the Mae Grimmer Granddaughter's Club.

Office of College Communications

Ms. Jeannie Morelock, Director, 829-8455

Mr. Steve Mosley, Publications Manager, 829-8455

The College Communications Office supports the mission of Meredith College through the development of all official institutional communications materials. Specifically, this office oversees the College's official marketing, publicity and publications efforts, except those classified as student publications. As time permits, the College Communications staff offers advice and assistance to students who are working on college-related publicity or promotional materials.

Academic Information

Meredith College is a private institution, and its Charter states that the College's purpose is to provide higher education for women only. As a result, only women are admitted to any of the degree programs.

The *Meredith College Catalogue*, the official source of academic information, is given to each new student during orientation. If there are further questions, consult your academic advisor, the registrar, or the vice president and dean of the college.

The vice president and dean of the college has general supervision over the academic program of the college, and in the absence of the president, he may act in matters of a more general nature. The dean is available to students for advice and help in matters of academic concern. When problems arise, you should consult first with your adviser, your professor, and the department head concerned. If the situation is not satisfactorily resolved, consult the dean. There may be times when it is necessary to go directly to the dean with a problem of extraordinary sensitivity. Feel free to follow that course if the situation warrants.

Scholars, I am glad to have this opportunity to welcome you to Meredith and to give you some advice. I address you as "scholars" to remind you of why you are here. The most important educational decision you will make here concerns how you will commit yourself to scholarship. Everyone wants to do well. The most crucial element in doing well is your own decision to work at it. No matter how good the teacher, not much will happen unless you commit yourself to learning. Commitment is an act of the will and only you can will it for yourself. Do it now and every day from now on.

Some specific suggestions: read the Catalog, this handbook and other publications; follow instructions; ask for help; go to class; get to know your teachers; take advantage of learning opportunities that are not required such as convocations, lectures, art exhibits, athletic events, concerts,worship, and every day,—"hit the books"—and think.

Dr. Allen Burris, Vice President

Advisers, Academic

Each incoming freshman and transfer student is assigned an academic adviser to aid her with academic programming, scheduling, and pre-registration. When a student declares her major, usually at the end of her sophomore year, she is assigned an adviser from her major department.

Academic advisers meet with students individually and in groups to assist with academic planning and scheduling. Each student is ultimately responsible, however, for her own scheduling and academic pursuits.

Advisers, Student

Freshman student advisers are upperclass women who have been selected and trained to assist freshmen in helping with transitional issues that they may encounter as a new student, particularly during the first few weeks of school. Transfer student advisers assist new transfer students. Student advisers must meet the same qualifications as those students elected to campus office. The two chief student advisers (one for freshmen and one for transfer students) are selected through an application process to lead the student adviser team.

Academic Probation/Suspension

To continue enrollment at Meredith, students are expected to maintain satisfactory progress toward graduation. Satisfactory progress means maintaining at least the minimal expected quality point ratio or grade point average (QPR or GPA). A student is considered to be making minimal progress if she has earned at the end of any semester the appropriate quality point ratio indicated below:

Total Hours Attempted	Minimum Expected Meredith QPR
1-25	1.35
26-59	1.65
60-89	1.85
90 and above	1.90

When a student fails to achieve minimum progress, she will be placed on academic probation for the following semester. A student on academic probation who does not meet the minimum QPR (GPA) at the conclusion of the spring semester will be suspended for the following fall semester. (See College Catalogue for further information).

Class Attendance

Each student is expected to be regular and prompt in her attendance at all classes, conferences, and other academic appointments. Regular attendance is vital for the student, the professor, and fellow classmates to benefit from the sharing and thinking in the classroom. Each student must accept full responsibility for class preparation, announcements and assignments missed because of absence.

The student is responsible for contacting her professors regarding any absence.

The faculty will be notified by the Office of the Dean of Students in the event of a death in the student's immediate family (parent, sibling, husband, child) or the hospitalization of a student.

The effect of class attendance on the grade will be clearly specified in writing by each instructor at the beginning of the course.

Classification

Students are classified according to the following number of credit hours:

Freshman	1-25 hours credit
Sophomore	26-59 hours credit
Junior	60-89 hours credit
Senior	90-above hours credit

Committees with Student Representation

Academic departments at Meredith have advisory committees which include students in their membership. Also, a majority of college standing committees have several student members.

Continuing Education

The Continuing Education program at Meredith includes the following:

WINGS Re-entry Program, for women age 23 or older who wish to begin or resume academic course work leading to an undergraduate degree, a second degree, or a second major.

Enrichment Program, offering non-credit, short courses for the community on topics such as art, creative writing, special interests, and personal and career development. Children's programs offered during summers.

Legal Assistants Program, a post-baccalaureate certificate program, approved by the American Bar Association, providing paralegal training.

Meredith After5, designed for women who work fulltime or for whom day classes are inconvenient. Classes are scheduled in two 8-week terms each semester.

For WINGS and After5 admission procedures, see adult students and continuing education information in the Meredith College Catalogue, or consult the continuing education brochure. The brochure also includes a listing of current enrichment courses and information on certificate programs. It is available each semester from the Continuing Education Office at the Park Center. Students of traditional age may enroll in enrichment courses while undergraduates and in certification programs following graduation. Call Continuing Education (829-8353) for further information on any of these special learning opportunities.

CONTINUING EDUCATION

Dr. Mary Johnson
Dean for Continuing Education
829-8353

Ms. Sandra C. Close
Director, WINGS Re-entry Program
829-8631

Ms. Margaret Clary
Assistant Director, WINGS
Re-entry Program
829-2836

Ms. Sally Davis
WINGS Re-entry Adviser
829-2282

Ms. Madra N. Britt
Director, Meredith After5 Program
829-2367

Ms. Elizabeth McDuffie
Director, Enrichment Program
829-8452

Ms. E. Page Potter
Director, Legal Assistants Program
829-8354

Cooperating Raleigh Colleges

Dr. Rosalie P. Gates, Director
829-8538

Meredith College, North Carolina State University, Peace College, Shaw University, Saint Mary's College, and Saint Augustine's College form a consortium through which they provide their collective educational resources to students at each of the six institutions. A student who wishes to register for a course at one of the Cooperating Colleges should consult the Registrar's Office for proper procedure.

Experiential Learning

Through the Cooperative Education and internship programs at Meredith, a student can "try out" one or more work environments before graduating. This experience allows her to learn more about herself and work, to assess an application of her major and predict if she will enjoy it, and to determine for herself additional courses or skills that she may need to achieve her career goals. Cooperative Education is coordinated through the Meredith Career Center. Internships are administered through academic departments. For further information, contact your academic adviser or the Career Center (829-8341).

Grade Point Average

(See Academic Probation/Suspension)

Grading System

Each course receives one official semester grade, an evaluation of the entire work of the student during the semester. A grade report is sent to the student or to another person designated by the student. For further information on the grading system see "Grading System" in the College Catalogue.

Honors Program

The Honors Program offers the intellectually gifted and ambitious student opportunities to develop academically to her full potential. Each year, approximately 25 entering students are invited to participate in the Honors Program. A few additional students with outstanding academic performance in the fall semester are invited to join the program at the beginning of their second semester. The honors curriculum spans the four-year undergraduate experience and is well integrated into the whole of the academic program.

A student is expected to take honors work each year. She would typically take two to three honors classes during the freshman year, including the honors writing course and an honors colloquium. Retention in the program requires that the student maintain a minimum overall grade point average of 3.0; failing that, she must receive permission from the Honors Committee to continue in the program.

Inclement Weather Policy

In case of class cancellations resulting from inclement weather, the college will run public announcements on local radio and television stations. In the event the college does not cancel classes, individual instructors will still have the option of canceling classes. All instructors must include an inclement weather policy on their syllabi, as well as instructions to students regarding how to obtain information on any class cancellations.

Leave of Absence

A currently enrolled student may request from the registrar a leave of absence for up to one year without having to apply for readmission as long as she in good academic, social and financial standing at Meredith. See the College Catalogue.

Except in an emergency situation, the leave of absence must be requested in writing prior to departure from the College. If a student should decide to take college work elsewhere while on leave, she must apply for visitation credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or noncompliance with the leave policy, a student must follow the readmission procedure described in this section of the Handbook.

A student is in good academic standing if she will not be on academic probation at the end of the term in which she applies for the leave of absence. She is in good social standing if she is not on social probation and if there is no case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees and other charges in the accounting office.

Midterm Grade Report

Midway into each semester, instructors provide the Registrar's Office with midterm grade reports for those students whose performance in class indicates work below a "C" average. Not a permanent grade, this report is an indication of the student's progress thus far in the current semester. The student and her faculty adviser are notified of the midterm grade in October for the fall semester and in March for the spring semester.

Opportunities for Academic Enrichment

In building the total program of study, many students take advantage of one or more of the special opportunities listed below to pursue specific academic interests. These opportunities afford a variety of learning experiences.

Capital City Semester — program of intensive seminars in North Carolina government and politics.

Cooperating Raleigh Colleges — Meredith belongs to the CRC consortium with the other Raleigh colleges: North Carolina State University, Peace College, Saint Augustine's College, St. Mary's College, and Shaw University. While enrolled at Meredith, a student may take classes at any of the other member institutions.

Marymount Manhattan College — opportunity for study in New York City.

Meredith Study Abroad — a summer session abroad offering a full semester of credit for approximately the same price as attending Meredith for a semester—including transportation costs.

Overseas Travel/Study Abroad Programs — arranged within departments and in consultation with the director of study abroad.

Special Studies — (may be proposed by students or faculty in all departments.)

Independent Study — involves a minimum of guidance and truly

autonomous study, e.g., biology or chemistry lab research.

Directed Individual Study — study selected and planned with guidance of instructor, e.g., historical research.

Group Studies — special topic course not already in the curriculum, e.g., Women's Studies.

Community Internship — field experience with supervision, e.g., interior decorating, graphic design, hospital work.

United Nations Semester at Drew University — classes in Madison, NJ, and observation seminar sessions at the United Nations.

Washington Semester at American University — study and research on the federal government level in Washington, D.C.

Plagiarism

Plagiarism is the dishonest use as one's own of another's words, thoughts, ideas or organization. Honest work in no way precludes using another's work; it simply requires that in all instances such use be properly acknowledged.

Plagiarism results when a student copies from another student's paper or from books and other sources and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this error known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper. Each instructor should state specifically the extent and limits of available sources a student may employ in writing her paper. A student who is uncertain about an assignment and sources to be used should consult with her instructor for clarification before completion of the paper.

(Please note that the use of one's own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source.)

Pre-Registration

Pre-registration is the process of requesting space in classes for the next term. It is open only to students who are in a prescribed program of study at Meredith such as a degree or teacher licensure program. Pre-registration is held during the last half of the semester but is not in effect for summer terms. No payment is required for class reservation, but payment must be made before registration can be completed. Information on the pre-registration process is available from the Registrar's office immediately after midterm recess.

Records, Access to

Definitions

Education Records are those records,

files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person acting for the College. "Records" means information recorded in any medium, including, but not limited to the following: handwriting, print, tapes, film, microfilm, and microfiche. Education records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, or (4) medical and psychiatric records (these are accessible by the student's physician).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, a person elected to the Board of Trustees, or a person employed by, or under contract to, the College to perform a special task, such as an attorney or auditor.

A legitimate educational interest by a school official occurs when the official is performing: a job-related task, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit related to the student, or student's family, such as health care, counseling, job placement, or financial aid.

Non-Institutional personnel who have access to student education records without written consent of the student include: official of another school, upon request, in which a student seeks or intends to enroll (Academic transcripts are sent only with the consent of the students), officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in conditions conducting studies for or on behalf of the College, accrediting organizations to carry out their function, parents of an eligible student who claims the student as a department for income tax purposes, officials with a judicial order or lawfully issued subpoena, appropriate parties in a health or safety emergency, or officials involved with the student's request for financial aid.

A student is any person who is or has been enrolled at Meredith College. An applicant who does not enroll or who is declared ineligible has to inherent right to inspect her file. Whenever "student" is used in reference to personal rights, an eligible parent dependent student has similar rights.

An "eligible" parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954 and who presents such proof to the custodian of an education record. Normally the proof will be a certified copy of the parent's most recent Federal Income Tax Form.

Directory information includes the student's name, address, telephone listing, dates and place of birth, country of citizenship, employer, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendances, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

NOTE: If a student prefers the Directory Information not be released to persons other than school officials with legitimate educational interest, she must make this request in writing to the Office of the Registrar.

"Access to an education record" is to be allowed to see the original records.

Release of Personally Identifiable Records

Meredith College shall not permit access to, or the release of, any information in the education records of any student that is personally identifiable other than directory information, without written consent of the student, to any party other than the following:

Institutional Personnel

Meredith College officials and staff (school officials) who have legitimate educational interests.

Non-Institutional Personnel

1. Officials of other schools in which the student seeks admission;
2. Appropriate persons in connection with a student's application for, or receipt of, financial aid;
3. Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974;
4. State and local officials authorized by state statute;
5. Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose;
6.Organizations conducting studies for schools the student has attended with the understanding that such information will be subsequently destroyed when no longer needed for the intended purpose;
7. Accrediting organizations, to carry out their functions;
8. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.)
9. In compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance; or
10. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other persons.

NOTE: With the exception of Meredith College officials and staff who have been determined by the College to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a record which is kept with each student's Education Records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information.

Procedures for Accessing Education Records

The student requests the custodian to allow him or her to inspect the education records. The student may ask for an explanation and/or copy of the record. (The price of copies shall not exceed the cost of duplicating the record.) After consultation with the custodian, errors may be corrected at that time by the custodian. If there is a disagreement between the student and

the custodian as to the correctness of the data contained in the record, the student may submit a request for a formal hearing. The request and the formal challenge to the content of the records must be presented in writing to an Appeals Committee appointed by the President of Meredith College. The chairman of the committee shall call a meeting no later than 45 days after receipt of the written appeal and challenge. The committee will allow the student to present evidence to substantiate appeal and shall render a written decision to the student within 45 days after the meeting.

NOTE: This procedure does not provide for a hearing to contest an academic grade.

Exclusions

Right of access does not include:

1. Financial records of parents or any information therein;

2. Confidential letters and statements of recommendations which were placed in the education record of a student prior to January 1, 1975;

3. Records to which access has been waived by a student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)

Destruction of Education Records

Education records may be destroyed, except that a student shall be granted access prior to destruction if such is requested.

Informing Students

Meredith College informs its students of the policy governing privacy rights of students' education records by publishing the policy in the Student Handbook.

Readmission

A student who was previously enrolled at Meredith but who did not complete the semester immediately preceding the term she wishes to enter must apply for readmission. The exception to this policy is the student who was granted a leave of absence, who has complied with the terms of the leave, and who enrolls within the allotted leave time.

Registrar

(See Dean of Undergraduate Instruction and Registrar.)

Summer School

There are three 3-week sessions of summer school held on the Meredith campus each summer. Registration is on the first day of each term, and the full tuition for the term is due at that time.

Normally a student may take only one course per session. A brochure listing the proposed summer courses is available in the Registrar's Office early in the spring semester.

Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith before they can be added to the academic record. Approval forms for visitation courses are available in the Registrar's Office.

On-campus housing is available to Meredith students during the summer only to those students who are eligible for housing in the fall and spring terms and:

- Attending summer school at Meredith,
- Attending summer school at CRC institutions, with permission from the registrar to visit away,
- Working full-time on campus (40 hours per week), or
- Working as an intern or co-op student receiving credit from Meredith.

Students must vacate their rooms immediately after the completion of their summer school term, internship, job or co-op. Housing fees (including meals) are assessed on a weekly basis.

Testing

If a student's semester exam schedule includes more than two tests within a 24-hour period, she may request to reschedule the third exam.

Transcripts

Students may receive official copies of their college transcripts from the Registrar's Office for $2.00 per copy. The student's signature is required before a transcript can be released. Requests should not be made by phone.

Withdrawals

If a student wishes to withdraw from the College and terminate her enrollment, it is her responsibility to have a conference with her academic adviser, the dean of students, the academic dean, and if on financial assistance, with the director of financial assistance, to complete the withdrawal form and leave her official college records in good standing. Upon completion of withdrawal, she will be expected to complete proper check out, vacate her room, and return her room key to her residence director within forty-eight hours.

NOTE: Any room deposit refund due the student will be mailed from the Business Office at a later date.

When a student decides to return to Meredith after withdrawing, she applies for readmission through the Admissions office.

NOTE: See Leave of Absence for temporary withdrawal.

Honor System

The Honor System is a long-cherished tradition and a basis for all life at Meredith. Based upon the principles of integrity, fulfillment of community obligations, and responsibility to other citizens, the purpose of the System is to maintain an atmosphere of trust and honor throughout the Meredith community and to prevent this trust from being weakened by the dishonorable actions of a few. It is intended neither to punish students who do not abide by the Code nor to place restrictions on a student which conflict with her personal values. The Honor System must be an integral and basic part of the life of every student at Meredith. The willingness of each student to accept full responsibility for her actions and to abide by the standards set by her peers is imperative to a community of mutual trust. It is essential that each student commit herself to abide by and uphold Meredith's Honor Code and system of self-government. Only in this manner can the entire student body keep the benefits of a community of trust and integrity which the Honor System fosters.

NOTE: Enrollment is not complete until a student has signed the Honor Pledge.

Statement of Honor

We, the Meredith Community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken.

If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community.

In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for insuring that the Honor System is at all times carried out.

Honor Pledge

I do solemnly pledge my honor that as long as I am a student at Meredith College, I will faithfully uphold the principles of the Honor Code and will respect and observe the procedures and requirements of the Honor System. I also pledge my support to our system of self-government, an integral part of our way of life at Meredith College. I make this pledge in view of my fellow students thus signifying our high resolve to keep our honor forever sacred and our self-government forever strong.

Honor Council

The Honor Council is composed of the chair; the secretary; two representatives from the freshman, sophomore, junior and senior classes; the solicitor general; the support counselor, two commuter representatives, and four faculty members, who are appointed for a two-year term by the academic dean. The dean of students and/or her designee shall serve as a non-voting member and as adviser.

In addition to the solicitor general and support counselor, eight board members are present at any hearing. These include the chair, the secretary, and the adviser as non-voting members, and five voting members who shall consist of one faculty representative and four student representatives, all to be appointed on a rotating basis by the chair. The accused can waive her right to a full board when the unavailability of a board member would delay her case.

The Honor Council shall not convene during exam weeks except for those cases involving graduating seniors.

NOTE: A summer Honor Council composed of the chair (when possible), one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer residence director, and the dean of students or her designee, shall hear cases occurring after the final day of classes of the spring semester through the final day of classes of summer school except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process will not include a Review Board.

Honor Code Violations

The Honor Council acts on violations of the Honor Code. Violations of the Honor Code include, among others:

Academic dishonesty, including, but not limited to:

- Unauthorized copying, collaboration or acceptance of assistance in the preparation of written work or laboratory work;
- Plagiarism—which is defined as the intentional representation of another person's words, thoughts, or ideas as one's own;
- The use of notes, books or other unauthorized aids on examinations;
- Stating that assignments are completed when they are not (i.e., parallel readings) or aiding and abetting a dishonest action of another student.

Theft or misuse of, or damage to any personal property on institutional premises, any academically related personal property wherever located, or any college property.

Violation of any college policies as set forth in this Student Handbook.

Alteration, forgery, falsification, abuse, or fraudulent misuse of college documents, records or identification cards.

Violation of rules governing the residence halls, the health center, the library, the dining hall and other college owned, operated or regulated property.

Conduct resulting in physical or psychological harm to another or which otherwise threatens or endangers the health or safety of any such person.

Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, operation or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.

Disorderly conduct on college owned, operated, or controlled property or at college-sponsored functions. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent, or obscene.

Possession of firearms or other weapons on college property or at college-sponsored functions.

Unauthorized entry into or occupation of, or trespass upon college facilities or property.

Unauthorized use of the name of the College or the names of member organizations in the College community.

Intentional abuse of a position of trust or responsibility within the College community.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Failure to follow directions given by College officials or staff members in the exercise of their official duties.

Any violation of federal, state or local law if such directly affects the College's pursuit of its proper educational purposes.

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Aiding or abetting any violation of the Honor Code.

Any other conduct which is undesirable or unacceptable, or interferes with or threatens the College's ability to fulfill its educational purposes.

NOTE: A student may be accused of more than one violation as a result of a single incident.

Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.

Reporting a Violation of the Honor Code

- Self-referral
  If a student realizes that she has violated the Honor Code, she is encouraged and expected to report herself to the solicitor general.

- Report by another student
  If a student witnesses or suspects that an infraction has occurred, she has two paths she may follow. She may confront the suspected student, or she may refer her suspicion directly to the solicitor general or residence life staff.

- Report by a member of the faculty or the administrative staff
  If a teacher suspects a student of academic dishonesty and is able to ascertain the facts of the case, it is the teacher's responsibility to inform the student and request that she report herself to the solicitor general or the dean of students. Should the student not make the report, the faculty member should do so.

Penalties

One or more of the following penalties or others deemed appropriate by the Honor Council may be imposed upon students for violations of the Honor Code, depending upon the gravity of the offense:

Papers

A student may be required to write a paper so that she can critically examine her behavior and decision making process. The length and due date of the paper will be determined by the Honor Council.

Presentations

A student may be required to design an educational presentation or program. The Honor Council will determine the topic, time, and location of the presentation.

Community Service

A student may be required to render a specified number of hours of community service to be performed on campus as designated by the Honor Council.

Warning

Written notice that continuation or repetition of the cited conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Reprimand

A written censure including the possibility of more severe disciplinary penalties in the event of the finding of another violation of the Honor Code within a stated period of time. Other components are as follows:

- Notification of parents of traditional aged students to be considered by the vice president for student development. If she deems notification necessary, the vice president for student development will write to the parents and may ask the chair of Honor Council to write a letter as well.

- Students while on reprimand are ineligible to run or be appointed to SGA offices (See Bylaws - Article I, Section 4). Duration of the period of reprimand will be specified for each case.

Probation

Probation is a set period of time during which the student is to give exceedingly careful attention to her behavior in order to affirm her ability to abide by the Meredith College rules and regulations.

- *Notification of parents of traditional aged students*
  Within two weeks following the final hearing, a copy of the written notifi-

cation of penalty shall be sent to the parents by the chair of the Honor Council accompanied by a letter from the vice president for student development.

- *Statement of offense*
  To be placed in a confidential file in the Office of the Dean of Students.
- *Notification of academic adviser*
- *Students while on probation* are ineligible to run or be appointed to SGA offices (See Bylaws - Article I, Section 4).

IMPORTANT–PLEASE NOTE that if at any time a student who is on probation is found guilty of another violation of the Honor Code, she may be suspended for a minimum of one semester or expelled from the College. Components of probation are as follows:

Restitution
Reimbursement for damages to or misappropriation of property and/or reimbursement for medical expenses for injury.

Fines
A student may be charged a fine for an Honor Code offense. The amount of the fine may be a preset amount, or determined by the Honor Council, and used for the benefit of the Meredith College community.

Suspension
Exclusion from classes and other privileges or activities related to the College for a minimum of one semester as set forth in the Notice of Suspension. Other components are as follows:

- If after a 48-hour period following her notification of suspension the student has not appealed, the decision will be submitted to the president of the College for final approval.
- In the case of immediate suspension, the student must vacate the campus within 24 hours following the final decision of the president.
- The student may apply for readmission to Meredith after the specified period of suspension.
- Parents of traditional aged students will be notified by the president of the College.
- Action will be recorded on official records in the Office of the Dean of Students and the Office of the Registrar. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

Expulsion
Termination of student status. Other attributes are as follows: If after a 48-hour period following her notification of expulsion the student has not appealed, the decision will be submitted to the president of the College for final approval. In the case of immediate expulsion, the student must vacate the campus within 24 hours following the decision of the president.

- The student shall not have the privilege to apply for readmission to the College. Expulsion shall be recorded on official college records in the

Office of the Registrar and the Office of the Dean of Students.

- A student who chooses to appeal shall continue attending classes during the appeal process; continued class attendance, however, shall have no effect on the outcome of the appeal.
- Parents of traditional aged students will be notified by the president of the College.

NOTE: Penalties resulting from cases involving academic dishonesty shall include the right of the professor to levy any additional academic penalty he or she shall deem appropriate.

Appeals

A student may appeal Honor Council action to the Review Board by presenting in person written notice of her appeal to the vice president for student development within 48 hours of her Honor Council hearing. The Notice of Appeal must state clearly the reason for the appeal. The Review Board Hearing shall occur on the Friday following the Notice of Appeal (unless another hearing has been scheduled; in which case, the hearing shall be scheduled by Wednesday of the following week).

The appellant shall have a maximum of five minutes to present her appeal to the Review Board.

The action of the Review Board is final except for the right of the student charged to appeal to the president of the College in cases of suspension or expulsion. A student may appeal a Review Board decision by presenting her written appeal to the vice president for student development within 48 hours of the Review Board Hearing. The vice president for student development will then present the appeal accompanied with relevant case documents to the president for his review and decision.

Following consultation with an advisory committee made up of the dean of the college, the chair of the Faculty Affairs Committee, and the chair of the Student Life Committee, the president shall reach a decision and give formal, written notice to the accused and to the chair of the Honor Council within ten days after receiving the notice of appeal. The action of the president is final.

A student may appeal an automatic fine to the Honor Council by giving written notice of her appeal to the solicitor general within 48 hours of receipt of the notification of the fine. Decision of the Honor Council is final.

Appeals from an Honor Council hearing presented during fall exam week will be heard at the beginning of the following semester unless the case involves a graduating senior. Appeals presented during spring semester exam week will be heard if possible.

CRC Students

Students participating in the Cooperative Raleigh Colleges (CRC) Program who are accused of academic dishonesty are liable to the judiciary process of the host institution.

Commuter Students

Both traditional and nontraditional aged commuter students' cases, like those of any other student, will be handled by the Honor Council.

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Honor Council Officers and Members

Chair	Amanda White
Secretary	Wendy Kelly
Solicitor General	Arinn Dixon
Support Counselor	Beth Sumrell
Senior Representatives	Alicia Kim, Donna Gurganus
Junior Representatives	Dondi Pate, Stephanie Carwile
Sophomore Representatives	Amy Rieves, Rachel Mooney
Freshman Representatives	To Be Elected
AMC Representatives	To Be Appointed
WINGS Representatives	Victoria Davis, Laura Thompson
Administrative Adviser	Dean Sharon Cannon
Adviser	Michelle Aheron

Honor Council Faculty Representatives

To Be Appointed

Review Board Officers and Members

Chair	Amy Hester
Secretary	Carol Swink
Members	Lisa Corey, Sherry Miller, Amy Newsom, Amanda White—Honor Council Chair
Adviser	Dr. Jean Jackson, Vice President for Student Development

Review Board Faculty Representatives

To Be Appointed

NOTE: For further information related to the honor system refer to the SGA Constitution (Article XI).

College Policies and Regulations

Alcohol and Other Drugs

The College strongly discourages the use of alcoholic beverages by Meredith students. Students shall not possess or consume intoxicants on the campus or at any college-sponsored functions. A student may not attend class while under the influence of alcohol. Meredith students are expected to represent the College with dignity at all times. Any amount of alcohol shall be considered "possession" and shall result in judicial action. Memento bottles must be cleaned.

Meredith believes it essential to the well-being of her students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows:

Meredith College students shall not manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance. The terms "controlled substance" and "counterfeit controlled substance" shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found guilty, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to the North Carolina law.

Smoking Policy

Out of consideration for members of the College community who choose not to smoke or are allergic to smoke, smoking is prohibited in classrooms, conference and seminar rooms, libraries, laboratories and shops, storage and work rooms, auditoria, foyers, dining areas, halls, restrooms, stairwells, lounges, reception rooms (including secretaries' offices) and other public areas.

Resident students who smoke are housed together on smoking halls and are required to refrain from smoking in commonly shared facilities, i.e., parlors, kitchens, hallways, storage rooms, and hall baths. Violators will receive a $10 fine.

Students may smoke in their rooms with their doors closed unless they reside on a nonsmoking hall. If a resident of a nonsmoking hall is caught smoking in her room, the College has the right to move her to a smoking hall.

Automobile Regulations and Fees

Student Parking Permits

At the beginning of each semester, all students may qualify for the privilege of bringing a car on campus by presenting the registration card of the car being registered, signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal. Forms and decals may be obtained from the Security Office. Adequate parking is provided for all those who qualify.

Fee Schedule for Parking Permits

Annual resident permit	$125.00
Annual commuter permit:	
9 or more credit hours	75.00
Fewer than 9 credit hours	40.00

Permits are payable each fall. Refunds will be prorated by semester.

Parking Regulations

The following parking practices are specifically prohibited:

- Double parking.
- Parking on lawns, landscaped areas, sidewalks, or other areas not set aside for parking.
- Parking in such a manner as to block traffic, parked vehicles, or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES.
- Parking in an area designated for registration decals other than the one displayed.
- Parking in visitors' area with a current Meredith decal.
- Parking an unregistered vehicle anywhere on the Meredith campus.
- Parking in a space reserved for residence directors and residence life staff.
- Students are not allowed to park on the front drive, in front of Johnson Hall, Jones Auditorium, or Vann Residence Hall at any time.
- Parking regulations are enforced 7 days per week, 24 hours per day.
- No warning tickets are given. Parking fines are $10.00,* Auto boot fines are $35.00.

***Fines for parking in handicapped and fire lanes are $35.00.**

Unregistered cars with accumulation of three or more tickets will be Autobooted and will not be released until all fines are paid. (*An Auto-boot is a device that clamps to the wheel of a car. Attempts to move a car with an Auto-boot will result in serious damage to the car.)

NOTE: Meredith College does not assume responsibility for any vehicle parked on campus.

Temporary Parking Permits for Students

Any student not permanently registered may purchase a temporary permit at $1.00 per day.

For Family and Guests

All cars are required to be registered. Students are responsible for the proper parking and registration of family and guest vehicles. There is no charge for permits for family and guests. Students

should become familiar with all visitor parking areas and direct their guests to proper areas. Guests' vehicles are also subject to being ticketed or Auto-booted.

For more information, call the Chief of Security, 829-8524.

Campus ID Cards/CamCards

All Meredith students are required to have and carry a Meredith picture identification card called the CamCard. "Meredith student" is defined to be any student, except non-Meredith students enrolled through the Cooperating Raleigh Colleges program, registered for at least one academic credit course through the Meredith College registrar or the John E. Weems Graduate School. CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Identification cards are made free of charge in the CamTel/CamCard Office, first floor Johnson Hall.

Any individual who has a CamCard may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be used for access to the Secure Spending Account for purchases in the Meredith Supply Store, certain campus vending operations, campus photocopy machines, and for individual meal purchases in the dining hall and the snack bar. Deposits may be made in person at the CamTel/CamCard Office or by mail. For more information related to depositing money in a "Secure Spending" account, please contact the CamCard office at ext. 2813.

Lost or stolen CamCards should be reported immediately to the CamTel/CamCard Office. There is a $5.00 charge to replace lost or stolen IDs.

Closing Hours

Campus closing hours are 1:00 a.m. Sunday through Thursday, and 2:00 a.m. Friday and Saturday. At this time all cars entering the campus must stop at the gatehouse. Only those cars with justifiable reason may continue onto campus.

Procedures are as follows:

- Meredith students present Meredith ID or driver's license. Students are encouraged never to leave campus without their Meredith ID.
  IMPORTANT: PLEASE NOTE that any student returning to campus after hours without her Meredith ID will be fined $5. She will have 72 hours in which to appeal her fine to security before the charge is forwarded to the Accounting Office.
- Non-students present drivers' license, which will be retained by security until they leave campus. No one will be allowed to enter campus without proper identification.
- Proceed to appropriate designated campus location.
- If the driver of the car is a Meredith student, she proceeds to her designated parking lot.
- If the driver is not a Meredith student, s/he proceeds to the residence hall of the Meredith student(s); unloads passenger(s);

returns immediately to gatehouse to reclaim ID; exits campus.

- Meredith student(s) proceed(s) to the entry door of the residence hall.

Please note that the Faircloth gate will be locked nightly at 11:00 p.m.

All campus classroom buildings will normally be opened at 7:00 a.m. and locked at 11:00 p.m. seven days a week. At 11:00 p.m., a Meredith student who is in a classroom building may remain there under the following circumstances:

- has her Meredith ID in her possession
- reports her specific location to Campus Security (8524)
- is accompanied by another Meredith student at all times (All students are encouraged to work with a partner any time they are in a classroom building after dark.)

All non-Meredith students must leave the classroom buildings at 11:00 p.m. After 1:00 a.m., students must notify campus security when they leave the building. It is the student's responsibility to insure that any door she exits locks behind her.

The above schedule applies only during the regular academic calendar (holidays excluded) and does not include the swimming pool or the library. Check at those locations for current hours.

- Johnson Hall is open at 7:00 a.m. and locked most evenings at 6:00 p.m.
- The Faircloth Gate is opened at 6:00 a.m. and locked each evening at 11:00 p.m.. During holidays and other specified times the Faircloth Gate may be locked earlier in the day.
- Residence halls are locked daily between 7:00 p.m. and 7:00 a.m. and 24 hours during open houses. Access is by Meredith CamCard at specified doors. Check the college calendar for special lockup times related to holidays.

PLEASE NOTE! In order to provide optimum security for all students in the residence halls, ONLY THE FOLLOWING DOORS MAY BE USED FOR ENTRY AND EXIT BETWEEN 7:00 P.M. AND 7:00 A.M. Residents are responsible for knowing which doors are exit doors and must use these doors after 7:00 p.m.

End doors and breezeway doors of all residence halls with the following exceptions:

Faircloth - only breezeway door

Poteat - Front door and end door

Noel House - Front door

Carroll - Stringfield end door

Contractual Agreements

Any contractual agreement for which the College must issue a check or upon which the name of Meredith College appears must have the signature of the vice president for business and finance. This policy includes any club, organization, group or individual acting directly or indirectly as a part of the College. Organization advisers and/or sponsors must approve the agreement which is to be signed by the vice

president and must deliver a copy of that agreement to the vice president.

Corrections to College Records

Students should notify the registrar's office of address, phone, and marital status changes.

Dress

For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

Family Communications

The College reserves the right to contact the family of Meredith students whenever it is deemed necessary or appropriate regarding student behavior or other student or campus-related matters.

Freshman Regulations

Freshmen observe the same regulations as all other students with the addition of the following:

- During 1996-97, freshmen will be allowed to register and keep cars on campus. This policy will be reviewed annually.
- Freshmen must attend three hall meetings during freshman orientation. Other required meetings are noted in the Student Activities Calendar.
- Freshmen must attend both sessions of the Discovery Series. The two sessions take place during the fall semester on Monday mornings and evenings. Sessions are designed to enhance each first year student's college experience by introducing her to campus and community resources and informing her about issues which may affect her life as a student and as a woman.

Grievance Procedures

Academic Problems

Students who are experiencing academic problems either with a grade or other conditions of the course should first discuss the matter with the professor. It is the professor's responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head. Should further action be required, the matter should be reported to the dean of undergraduate instruction and registrar or if warranted, the vice president and dean of the college.

Only a teacher may change a grade, unless it is appealed to the Academic Council.

Discrimination

Anyone at Meredith who experiences discrimination on the basis of race, creed, national or ethnic origin should discuss the matter with either the vice president for student development or the vice president and dean of the college, who will consider the matter for appropriate action.

Housing Problems

A student who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for her floor or the residence director responsible for her residence hall. If the problem cannot be resolved through discussion with the resident assistant or the residence director, the student may make an appointment with the director of residence life for further consideration.

Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Anyone who experiences sexual advances by another member of the Meredith community which she/he considers inappropriate should discuss the matter with either the vice president for student development or the dean of the college. After careful consideration, appropriate action will be taken.

Health Related Issues

AIDS

Students or employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted in their access to College services or facilities, unless medically-based judgment in individual cases establishes that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. Individuals with the AIDS virus will be expected to maintain appropriate health practices in relationship to other members of the Meredith community.

Sexually Transmitted Diseases

Students with sexually transmitted diseases will not be excluded from enrollment or restricted in their access to College services or facilities, but they may be requested to relocate their housing if that is deemed appropriate by the director of residence life.

Other Communicable Diseases

The College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until she is medically no longer deemed contagious.

NOTE: The College attempts to respect the privacy of students in all health-related matters.

Immunization Records

A law enacted by the General Assembly of North Carolina requires all new enrollees in a college/university system to present proof of immunization prior to matriculation. The enforcement of this law is to help prevent outbreaks of dangerous communicable diseases (e.g., measles) which have been a problem on some campuses in recent years. Outbreaks are preventable if students are vaccinated adequately.

The law became effective July 1, 1986, and requires proof of certain immunizations as evidence of protection against specific vaccine preventable diseases. Students must present, as a minimum, the following verification:

1. 3 DPT or DT Series, proof of DT Booster within last 10 years.
2. Proof of 2 Rubeola, Rubella, and Mumps vaccine.
3. Proof of TB screening test, PPD, within one year prior to enrollment.

All immunization records will be screened carefully and if deficiencies are found, the student will be notified. Please note that if the immunization requirement is not met, dismissal from school 30 days after registration is mandatory under the law.

Self-Injury

Any student who harms or threatens to harm herself or another will be referred immediately to a physician or counselor for assessment. The student will be allowed to return to campus only with written documentation from the physician or counselor stating that it is

safe for her to do so and with the approval of the vice president for student development. Parents and appropriate College officials may be notified immediately at the discretion of the vice president for student development or other personnel on duty.

Guests

A Meredith student is responsible for the appropriate behavior of her campus guests. A guest is expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all meals eaten in the dining hall. (See dining hall fee schedule.)

Female Guests

A female guest will be allowed to stay overnight on campus only if her host is also on campus. The host should register her guest (female) before 11:00 p.m. with the residence director on duty; who will issue her a guest pass. If the guest arrives after closing hours, the student must register her with a security guard. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted onto campus if she does not have a guest pass or is not accompanied by her Meredith host.

Male Guests

Except during an Open House, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student or when waiting for her. After Labor Day weekend, up to two Open Houses are planned per month on designated Saturdays or Sundays during specified afternoon hours. No Open Houses are held during exams. In Barefoot, a residence hall for seniors in the 1996-97 year, experimental Open Houses are planned for each Saturday and Sunday after Labor Day weekend. All other Open Houses are coordinated with other major campus activities listed in the Student Activities Calendar. A student should inform a male guest of the location of an outdoor campus phone where he can call to communicate his arrival on campus. Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the Physical Education Department. Equipment must be returned to its proper place upon leaving.
- Cate Center snack bar (Bee Hive), lounge or bookstore.

NOTE: Use of the lake area at night is discouraged.

Except during Open Houses, for reasons of privacy and security, males are allowed in the residence halls only in the first floor parlors and only when accompanied by a Meredith student or waiting for an arranged meeting. Residence directors and residence hall presidents must grant special permission for men to carry heavy items* to or from a student's room. This permission does not include visiting privileges in the residence hall; therefore, men should not linger on the halls after they have completed the task for which they were granted permission. The person giving permission to a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. An annual "move-in" day may be designated each fall at which time men may assist with the move-in process.

Heavy items include: refrigerators, heavy trunks, cinder blocks, book shelves, heavy furniture, unusually bulky or large items.

- Fathers of Meredith students and brothers under the age of twelve are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.
- Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting.
- Males are not allowed on campus after closing hours except to accompany students back to their residence halls. Then the men must immediately leave campus.

Intra-Campus Mail Service

Intra-Campus Mail Services are provided for the convenience of Meredith students and organizations. Only Meredith organizations may use the intra-campus mail distribution. Any person or organization must secure approval from the director of student activities and leadership development to use Meredith campus mail (Post Office) for information distribution.

Jurisdiction of the College

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Lake

Near the Elva Bryan McIver Amphitheater is a lovely setting with a small lake—one of Meredith's well-known landmarks. Many Meredith students find the lake area perfect for study, quiet conversation, relaxation, or contemplation. Social events, such as picnics, are often held there, as are more official gatherings, such as Class Day and graduation exercises.

Use of the lake is discouraged at night for security reasons. Swimming in the lake is discouraged quite strongly because the lake is small and landlocked.

Meredith Seal and Logo

The College seal is the official "symbol" of Meredith and should be used formally—on college-wide event programs, documentations, diplomas, etc.

The Meredith seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith's motto, the single word "LUX," meaning light—the light of the mind and the light of the soul.

The Meredith College logo was redesigned in the spring of 1993.

While the use of the logo is appropriate in most instances, use of the seal should be more carefully considered because of its formal connotations. The Office of College Communications should approve the use of the college seal and logo.

Off-Campus Events

All college policies as stated in the Meredith Student Handbook shall be

followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. An "off-campus, college-sponsored function" is any event or activity held off campus grounds that is organized and hosted by Meredith College or a recognized campus organization(s). "College sponsored" means that Meredith College is aware of and has approved the event or activity. "Recognized campus organization(s)" refers only to those listed in the Campus Organizations section of the Student Handbook.

- Students shall not possess alcoholic beverages at any college-sponsored function.
- Students shall not demonstrate inappropriate behavior at any college-sponsored function. Inappropriate behavior is any behavior by any person present at a college-sponsored function reflecting negatively upon Meredith College or resulting in an unreasonable risk or harm to that person or others. That person will be asked to leave a function if she/he demonstrates inappropriate behavior such as fighting, shoving, disruption of others' enjoyment, getting publicly sick, passing out, or wearing inappropriate dress.
- Meredith students shall not possess or consume drugs illegally at any college-sponsored function.
- Meredith students shall be responsible for informing their guests attending off-campus functions of college policies to be followed.
- Anyone violating these policies will be brought before Honor Council.

Procedures to be followed for off-campus, college-sponsored functions:

- The adviser to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. The organization adviser or a substitute from the Meredith faculty or staff must attend the event. In the case that there is not an adviser, the director of student activities and leadership development shall be notified.
- The Meredith Security Office shall be notified as to the time, place, date, and nature of the off-campus event.
- Meredith College security officers shall be hired by the sponsoring organization to attend each off-campus, college-sponsored dance or other social functions requiring them. The purpose of hiring the security officers shall be to aid the sponsoring organization in its responsibility to maintain order and prevent inappropriate behavior. Any person exhibiting inappropriate behavior shall be asked to leave the function immediately. However, if by leaving the person presents a clear danger to her/himself or others, the sponsoring organizations may take reasonable steps to insure that the person is safely transported from the function, including, but not limited to, calling the appropriate law enforcement agency.
- Additional security shall be hired by the organization sponsoring the event

if required to do so by the management of the off-campus building or area being used.

Off-Campus Responsibility

Meredith College assumes no liability for any student when that student is off the Meredith College campus. Each student is personally responsible for her own safety, her own actions, and the results of her own decisions.

Performances and Publications

All public performances and all publications will be discussed in advance with the member of the faculty or administration sponsoring or advising the organization.

Publicity and Advertising

Meredith related announcements may be posted on individual hall bulletin boards. No publicity articles should be placed on residence hall outside doors or on the doors of other campus buildings (including dining hall and in breezeway areas).

Approval for posting or distributing announcements of non-Meredith College social events must be secured from the Student Activities Office prior to posting. Non-approved announcements will be removed. A bulletin board is available in Cate Center on which two copies of announcements of non-Meredith events may be posted.

Residence Requirement

Campus residence halls are a living/learning environment which provides a supportive community for student development. Traditional-aged students are encouraged to take advantage of the opportunity for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. Freshman and sophomore students under the age of 23 must live in the residence halls or reside with their parents, husbands, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus. Housing contracts are for the entire academic year (fall and spring semesters).

2. Continuing juniors and seniors with at least a 2.0 GPA may apply to live off campus by a designated deadline in February. Late applications are not accepted. Students must have at least 60 hours or have resided four semesters in the residence halls. Off-campus approvals are determined before students pay the on-campus housing deposit and make room selections for the next year. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option. Juniors and seniors should note that housing contracts are for the entire academic year (fall and spring semesters).

3. Campus housing is available to undergraduate degree-seeking students under the age of 23. Housing is not available to students 23 or older unless they entered Meredith prior to the age of 21 and are completing a continuous undergraduate four-year program. Students between the ages of 21 and 23 may submit a request for an extension of on-campus accommodations to the

director of residence life for consideration. International students, 23 or older, enrolled in an undergraduate degree program may request special consideration for on-campus housing.

4. Students interested in housing during the summer terms must check with the Office of Residence Life for housing options and stipulations.

5. On-campus students have the cost of health services and meals in the dining hall included in their payment for room and board. Students who live off campus must pay a health fee in order to receive services from the Health Center. Students who live off campus must pay for any meals eaten in the dining hall.

6. Residential policies will be reviewed annually.

Returned Checks

In the case of returned checks the College will automatically redeposit the check at no charge. If the check is returned a second time, a $20.00 handling fee is added.

Two returned checks will result in the loss of check cashing privileges on campus for the remainder of the academic year.

Social Sororities

Students do not have social sororities of any name or kind on the campus, whether national or local, affiliated or unaffiliated.

Solicitation Policy

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by off-campus persons, organizations or businesses is strictly prohibited unless authorized by the vice president for student development or by the director of student activities and leadership development. Any use of college facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door.

Any business or company requesting to give a program or presentation is to be referred to the director of student activities to be channeled through the appropriate organization.

Any religious organization requesting to give a program or presentation is to be referred to the campus minister for approval.

Sunbathing

Sunbathing is permitted only in the area between Faircloth, Brewer, Heilman and Barefoot. The sunbathing area is restricted to women only.

Weapons/Firearms

Possession of weapons/firearms is strictly prohibited on-campus and at college-sponsored functions. Violators will be reported to security and the Honor Council.

Withholding Grades

Transcripts and grades may be withheld at the discretion of College officials for lack of payment of College fees and fines.

Residential Life

Residence Life

Paula O'Briant,
Director of
Residence Life
829-8633

Resident students at Meredith enjoy many opportunities. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively and benefit from the creative interaction of residence life.

The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience activity. The residence life staff has made a commitment to enrich and supplement the classroom experience by directing attention to an array of activities and programming which would contribute to the holistic development of students. The residence life staff includes the director of residence life, residence directors, resident assistants, and residence hall presidents.

Residence Directors

Residence directors live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. Residence directors supervise the work of resident assistants and serve as advisers and resource persons for many organizations on campus.

A rotating duty schedule for residence directors is posted on each hall beside the phone. Emergencies should be reported immediately to the residence director on duty, who maintains contact with security.

If you need to contact a RD on duty:

- Call the RD apartment number listed below; if the RD does not answer,
- Call the beeper # 9-310-1298; WAIT to hear three beeps.
- Dial the number from which you are calling.
- Hang up.
- Remain by that phone. The RD will return your call as quickly as possible.

Residence Directors

Vann
Jennifer Corrigan, 829-8525

Stringfield, Carroll, Noel
Kathy Geibert, 829-8520

Brewer
Rene Moon, 829-8527

Faircloth
Susan White, 829-8508

Poteat
Marge Stevens, 829-8506

Barefoot/Heilman
Michelle Aheron, 829-7812

Resident Assistants

Resident assistants are chosen in April by a selection committee appointed by the director of residence life. Selection follows an in-depth application process which includes a formal written application, three references, a group interview, and an individual interview. Resident assistants are part of the staff of the Office of Residence Life and receive financial compensation.

A resident assistant resides on each floor of the residence hall, is supervised by the residence director of her residence hall, and serves as her assistant. Her primary responsibilities include the following:

- To be accessible to the students on her hall for assistance and counsel.
- To uphold and enforce the Honor Code.
- To encourage student participation in campus activities.
- To facilitate good campus communication.
- To create a positive living-learning environment on her hall which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.
- To uphold the quiet hours policy as stated in this Student Handbook.

Residence Assistants

Vann	Sharon Rushing (1st) Amy Gregoski (2nd) Angela O'Neil (3rd) Elizabeth Briggs (4th)
Stringfield	Erika Atkins (1st) Sara Dixon (2nd) Chrysta Jolley (3rd) Michelle Flora (4th)
Carroll	Elizabeth Corson
Brewer	Betty-Shannon Poates (1st) Regina Mack (2nd) Shannon MacFarlane (3rd) Christine Laughlin (Fall) (4th) Maria Murphy (Spring) (4th)
Faircloth	Amy Hester (1st) Melinda Spencer (2nd) Christa Schoch (3rd)
Noel	Yvonne Sims
Poteat	Jennifer Koener (1st) Marsha Tutor (2nd) Nicole Norton (3rd)
Barefoot	B.J. Ansley (1st) Heidi Schunk (2nd) Yolanda Lawrence (3rd) Maria Wright (4th)
Heilman	Erika Woodlief (2nd) Emily Edwards (3rd)

Hall Council

Each residence hall has a hall council to assist with governance and programming. The hall council is composed of the residence hall president, two or more representatives from each floor, the resident assistant, and residence director, who also serves as adviser.

Hall Meetings

Freshman hall meetings are held during the week of freshman orientation and as scheduled throughout the rest of the year.

Three upperclass hall meetings are held during each semester, as noted in the Student Activities Calendar. All hall meetings are required.

RULES AND REGULATIONS GOVERNING RESIDENCE HALLS

Advance Payment for Housing Reservation

Each spring students planning to return to Meredith in the fall must pay a non-refundable advance payment of $100 to reserve a campus room.

Baby-sitting in Residence Halls

Students interested in baby-sitting are encouraged to baby-sit in the employer's home. Baby-sitting in the residence hall is permitted:

- Only for very short periods of time;
- Only if the sitter is present with the child at all times;
- Never at night;
- Never during quiet hours; and
- Only for children nine years of age or younger.

Because this is a personal arrangement between a student and the child's parent/guardian, the College assumes no responsibility for any child under the care of a Meredith student, either on-campus or off-campus.

Bicycles

Bicycles are to be stored in the bike racks outside unless they can be disassembled and stored in the student's room in such a way as to not create a fire hazard or infringe on a roommate's space. Bicycles found anywhere other than in the bike rack or in the student's room will be impounded by security to be returned to the student at the end of the semester to take home. The penalty for violation of this policy is a $15 fine.

Cablevision

All residence hall rooms have basic cablevision channels. Arrangements for premium channel boxes (HBO, Cinemax, etc.) must be made with cablevision. All installation of boxes and cables is done by Time/Warner Cable. Any student experiencing problems may call Customer Service — 832-2225.

Problems or questions that are unresolved regarding Time/Warner Cable should be addressed to the Time/Warner Cable Franchise Administration at 821-7925. The jumper cable connected to the wall remains with the room. If removed, a $20 charge will be deducted from the room deposit.

Card Access to Residence Halls

In an effort to provide as secure a living environment as possible, all residence halls are locked from 7:00 p.m. until 7:00 a.m. Residence halls are locked for 24 hours on open house days. Students access the building through specially equipped doors by using their CamCards. Students must exercise utmost care to protect their CamCards, and immediately report any lost or stolen card to the CamCard office.

Check-In/Check-Out of Room Procedures

Check-In

1. Pick up room key in the parlor of the residence hall.

2. Complete room Check-In Form with the RA on the hall.

3. Sign and date Check-In Form (both RA and student)

4. Leave the Check-In/Check-out Form with the RA.

5. RA files Check-In/Check-Out Forms with the RD.

Check-Out

If a student is graduating, withdrawing from school or moving off campus at the end of the year:

1. Students who are withdrawing should make an appointment with the dean of students to complete the withdrawal form.

2. Make an appointment with the RA to complete room check-out

3. Remove all belongings from the room.

4. Put all trash in appropriate containers provided by Housekeeping.

5. Clean and sweep room and bathroom and clear walls. (Do not sweep trash into the hall.)

6. Be sure all college furniture is in the room and reattach all headboards to beds.

7. Meet with the RA for room check for cleanliness and damages. (Residence life staff make a preliminary inspection; housekeeping staff make the final inspection.)

8. Both the student and the RA sign and date Check-Out Form and Room Damage Deposit Refund Request.

9. Leave room key, Check-Out form, and Room Damage Deposit Refund Request with the RA.

10. After Housekeeping has made the final room check and assessed any necessary charges, the refund request will be forwarded to the Accounting Office.

11. The Accounting Office will refund by mail the damage deposit or part of it depending on damage assessment.

If a student is changing to another campus room...

1. Follow steps 2-9 listed above in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit Refund Request.

2. Follow steps 2-5 listed under Check-In Procedure for new room.

If a student is returning for the following semester...

Follow steps 2-9 listed in procedure for withdrawing from school or moving off-campus, except do not complete and sign Room Damage Deposit Refund Request. If damage charges are assessed, the student will be notified.

****The last occupant to check-out leaves the phone in the room, locks the bathroom connecting door, then locks the door to her room before turning in her Check-out Form and key. (Students are responsible for the security of their phone and cablevision cable.)*

HOUSING NOTES:
A student must vacate her room within 48 hours after deciding to leave campus. A student not planning to return to school following Christmas break must remove all belongings before leaving for break. A student who, during Christmas Break, decides not to return to school must remove all belongings prior to the date students return to campus. (See the schedule of charges.)
****A student must remove all personal items from storage areas before the last day of exams. Items left in storage after graduation day will be discarded.*

****There is no summer storage (except for limited availability to out-of-state and international students for a fee).*

****If the Check-in/Check-out Form is not completed properly, the damage deposit will be assessed according to the Schedule of Charges.*

****This procedure must be followed each time a student vacates a room (or moves to another on-campus room). Failure to follow the procedure will result in charges against the Residence Damage Deposit.*

SCHEDULE OF CHARGES
The following is a schedule of charges used by Housekeeping when accessing cleaning and damage fees against the room damage deposit.

1. Failure to follow the proper check-in/check-out procedures including the failure to sign and date the room Check-in/Check-out Form, and failure to notify the RD or RA before permanently leaving campus will result in a $50 charge.

2. Failure to vacate the room within stated time will result in a $25 charge.

3. Failure to turn in key within 24 hours after the completed room check-out with the RA will result in a $30 charge because the lock must be replaced.

4. Failure to return the room to its move-in condition (i.e., clean floors, desk tops, dresser tops, closets, and under beds) will result in a $15 charge.

5. Charges for cleaning bathroom areas will be assessed as follows: Whole bath area - $30 (floor and cabinets included); Whole bath with shower stall - $30 (floor and cabinets included) Dirty tub - $10; Commode - $10; Shower and Shower door $15; Sink - $5.

6. Charges for damages to any room and/or bathroom to which student is assigned or its contents will be assessed as follows:

- Repairing or papering walls or woodwork - full deposit
- Removal of material from walls (tape, gum, tacks, nails, etc.) - $20
- Broken closet door - replacement cost
- Missing clothes rod - $5
- Missing furniture or room accessories-actual replacement cost
- Defacing of furniture requiring refinishing - full deposit
- Replacement of carpet - actual replacement cost
- Missing telephone - full deposit
- Missing TV cable - $20
- Unassembled furniture in room - $25
- Broken bed - full deposit
- Broken dresser drawers - $15
- Broken desk - full deposit
- Broken chairs - $15
- Broken mirrors - replacement cost
- Broken towel racks - $5; Broken soap dish- $5
- Paint on carpet - cleaning cost
- Broken tile - replacement cost

****The cost of repairs for damage of common property (parlor, hallway, bathroom, etc.) will be shared by those students responsible.*

****When the cost of repairs for damages in a room exceed the maximum damage deposit, responsible student(s) will be required to make full restitution.*

Closing Hours

(See College Policies and Regulations Section)

Fire Safety Rules

No electrical appliance of any kind, i.e., hair dryer, curling iron, curlers, may be used in a residence hall unless it is Underwriters' Laboratories (UL) approved. Students are expected to use all appliances with the utmost safety methods.

*Electrical cooking appliances and sun lamps may not be used in the residence halls. Any cooking appliances found on campus will be taken to the Housekeeping Office, and upon request, will be returned to the student at the end of the semester to be taken home. Microwave ovens are available on each floor; kitchens are provided.

*Irons must be used and stored immediately after use in the designated area of each residence hall. The residence life staff in the building will announce the designated area at the first hall meeting.

*Only heavy duty UL approved polarized plug 16 gauge extension cords (as thick as your finger) or UL approved 15 amp multiple outlet strips with a circuit breaker may be used. Flimsy extension cords are strictly prohibited.

*Candles or open flame items may not be used. No flammable chemicals are to be kept in residence halls.

*Electric Christmas tree lights may not be used anywhere in the residence halls. Battery operated lights are permitted. All decorations including trees must be nonflammable or treated with fire retardant chemicals.

*Metal trash cans are recommended.

*All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times.

*Bicycles may not be stored in stairwells or hallways.

*No personal items may be left in hallways at any time.

All stairwell doors, which act as floor separations and fire doors, are to be kept closed at all times.

Storage areas must be kept neat and contain no empty cardboard boxes.

All students must exit buildings immediately when fire drills are held.

Students are requested not to smoke in bed and to handle all smoking materials with utmost care.

No tissue paper or other flammable materials may be placed on hall walls or doors except on designated bulletin boards.

Posters and notices cannot be placed on exit doors, stairwell doors and walls. Use bulletin boards and room doors only.

Violation of these policies will result in a $15 fine.

Fire Drills

Frequent fire drills are held for the safety of all students. Failure to participate cooperatively in a fire drill will result in a $15 fine. Repeated failure to cooperate in the fire drill procedures will result in judicial action.
(For specific fire drill procedures, see Security and Emergency Procedures.)

Guests

(See College Policies and Regulations Section)

Holiday Closings

Residence halls will be closed during the holidays and vacations including fall break, Thanksgiving, Christmas, Easter, and spring vacation. Students must vacate the residence halls at the stated time of each closing. A $15 fine will be given for each 15 minutes of late leaving.

Barefoot and Heilman Residence Halls will remain open during fall break, spring break, and Easter for ONLY those students who must remain in Raleigh because of full-time employment, student teaching, international status, internships or co-op positions. Students needing a place to stay during these breaks must make their own arrangements in Barefoot or Heilman and then register their location in the Residence Life Office. No meals are provided.

Housing Specifications

(Also, see Room Regulations)
Freshmen are assigned to rooms in Vann, Stringfield, Brewer, Noel and Carroll residence halls. Residence hall presidents elected from upperclassmen, and their suites, reside in Vann and Stringfield. Upper-class resident assistants and their suites reside on each hall.

The upper-class residence halls also have residence hall presidents with resident assistants on each hall. Upper-class students are housed in Brewer, Faircloth, Poteat, Barefoot, and Heilman residence halls. Housing assignments are made in the spring for the following fall, giving priority to eligible seniors, then juniors, then sophomores (eligible, in this case, meaning those who have paid their Advance Payment for Housing Reservations by the deadline set at the

time of housing sign-up in the spring semester).

Students may not move from one room to another without permission from the RD and the director of residence life. Students may change rooms without charge during the third through sixth week of each semester and between semesters. A room change at any other time is subject to a $15 processing fee.

Students vacating the residence halls are expected to do so within the specified time. Anyone violating the specified time frame will be fined a minimum of $25.

The College reserves the right to move a student to a different room if a reassignment is deemed appropriate by the director of residence life.

If a student wishes to change her room or roommate, she should wait until two weeks after classes start. In order to make room changes, first make arrangements with the other student/s involved; second, obtain a Room Change Form from the resident assistant; third, complete and secure the signatures of all involved and take the form to the residence director and the director of residence life for their signatures; fourth, follow the proper check-in/check-out procedures as outlined earlier in this section; and fifth, move.

Students with a communicable disease or who exhibit inappropriate and unacceptable community behavior may be required to move off-campus.

Keys

Each resident student must secure a key to her room in the respective parlor of her residence hall or from her RD. Keys are not to be duplicated and are to be returned when the room is vacated. Lost keys are to be reported immediately to Facilities Services with a request for a lock change. A charge of $30 will be made against the student's residence damage deposit for a lock replacement and new key.

Students should keep their doors locked at all times and carry their keys at all times. When a student is locked out of her room, she should contact the following people according to the following hours:

Monday through Friday
9:00 a.m. - 3:30 p.m. — Housekeeping Office, 829-8560 (or the RD if housekeeping is unavailable.)

3:30p.m. - 11:00 p.m. — RD in the building if available, or security.

11:00 p.m. - 9:00 a.m. — Security, 829-8524

Weekends
3:30 p.m. Friday to 9:00 a.m. Monday - Security, 829-8524 (unless your RD is on weekend duty, in which case you may call her.)

- A $5 fine will be charged each time a master key must be used to open a locked door and must be paid to the Accounting Office within 24 hours. A student will be required to show her Meredith ID before the door will be unlocked.
- If rooms are exchanged during the academic year, all keys must be returned and exchanged for keys to the new room. Keys must be returned within 24 hours when vacating the campus.

Kitchens

Student kitchens are located on the first floors of Vann, Brewer, Stringfield, and Faircloth; on each floor of Poteat, Heilman, Barefoot, Noel House and on second floor of Carroll, and may be used before 12:00 midnight. Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them.

Laundry Rooms

Automatic washers and dryers can be found in the following locations:

Vann	1st & 4th floors
Stringfield	1st & 4th floors
Faircloth	1st & 4th floors
Brewer	1st & 3rd floors
Poteat	1st, 2nd, 3rd and ground floors
Barefoot	1st, 2nd, 3rd & 4th floors
Heilman	1st, 2nd, & 3rd floors
Noel House	1st floor
Carroll Residence Hall	Basement

There is a $.75 charge for each washer and a $.75 charge for each dryer. Washers and dryers should not be used to wash and dry bedspreads or rugs. If a machine malfunctions, call the Facilities Services Office, 829-8560. (No machine may be used after 11:00 p.m.)

Ironing boards are provided, but students must supply irons. Irons left on the pressing boards should be unplugged when unattended. No pressing is to be done in students' rooms.

Maintenance Requests

Requests for Maintenance, Housekeeping, and Grounds-Keeping may be made to the Facilities Services Office, 829-8560.

Male Guests

(See College Policies and Regulations Section)

Married Students

Married students who meet the residence requirements may live in the Meredith residence halls under the following conditions:

- On-campus housing for a married student must be approved by the director of residence life.
- All student government regulations apply to married students according to their academic classification.
- All residence hall rules and regulations apply to married students.

MCTV

(See Student Services Section)

Noel House

The Meredith International Association Office is located in Noel House. Programming on subjects of international and cultural interest is planned in Noel. Students who have a strong international interest such as foreign language majors, or minors, international studies majors, and international students are welcome to attend Noel events and to request housing in Noel.

Open Houses

(See College Policies and Regulations Section)

Parlors

Parlors are located on each floor of the residence hall for the enjoyment and use of each resident. Please treat your parlor as you would the living room of your own home. Try to keep the parlors tidy,

and respect the rights of others sharing the parlor. Do not use the parlor for any kind of painting project or construction project, i.e., Cornhuskin' props, organization banners, etc.

Quiet Hours

Reasonable quiet shall be observed in the residence halls at all times and "busy" signs shall be respected. Quiet hours shall be observed during study hours from 7:30 p.m. to 7:00 a.m., Sunday through Thursday and from 12:00 midnight to 7:00 a.m., Friday and Saturday. Moderate quiet hours shall be observed during morning class hours. Radios, stereos, televisions, or other musical instruments must not be heard outside the room during quiet hours. Those not observing quiet hours will be subject to judicial action. Twenty-four hour quiet is observed during final exam week. (Each Residence hall may designate a two-hour period within each 24-hour period during exam week as "Loud Hours.") Twenty-four quiet is observed on all third floors in the residence halls.

Residence Damage Deposit

A resident damage deposit will be returned when the student leaves the College if the following occurred:

- Proper check-out procedure was followed by the student each time a room was vacated.
- There was no damage to rooms occupied by the student during her entire stay at Meredith (including key return).
- Her room was left clean at check-out each year.

Any time charges are assessed against the deposit, the student will be notified. If cumulative charges exceed original deposit, the student will be notified to replenish her room damage deposit. Grades and transcripts may be withheld if damage charges exceed, at any time, the balance of the deposit.

Roofs

Persons are not permitted on the roof or ledge of any campus building. Repair cost for roof or window damage caused by persons on these areas will be paid by the responsible student.

Room Regulations

- Each room must be personally inspected by the resident assistant and the new occupant before moving into the room. Proper check-in procedures must be followed in order to avoid a $25 charge against the residence damage deposit.
- Every student must secure a key to her room before moving into a room. If rooms are changed during the year, the proper check-in/check-out procedure must be followed. Keys must be returned to the RD before leaving the College.
- The College cannot be held responsible for articles misplaced or lost. **Rooms should be locked when students are out.**
- Students may not be destructive to college property when decorating rooms. They may not paint furniture or rooms, or mar walls or doors with paint. Students will be required to pay for damage done to college property.

- **Furniture must not be removed from any room or parlor.**
- Curtain rods must be left in rooms.
- *Students may not keep animals or pets in the residence halls.
- *Students may not put trunks, luggage, boxes, clothes racks, bicycles etc., in the halls (Rooms are available in most residence halls for storage of luggage during the academic year.)
- *Bicycles may not be kept inside the residence halls unless they can be disassembled and stored in the student's room in such a way as to not create a fire hazard. Bicycle racks are installed near each residence hall.
- Small refrigerators (3.1 cubic feet maximum) are permitted.
- No microwave ovens are permitted.
- No heaters are permitted.
- For health reasons, all dishes should be properly cleaned after use. There are to be no dirty dishes left on halls, in rooms, or in kitchens. No dishes from the dining hall are to be taken to student rooms.
- Building of lofts is discouraged. No loft attached to walls or permanent construction is permitted. Any free-standing construction must be removed from the campus by the student at the end of each year. The College assumes no responsibility for student problems incurred because of lofts.
- No electrical cooking appliances may be used in student rooms. All cooking must be done in the residence hall kitchens using the major appliances.
- Draperies should be made of fire resistant materials.
- *Only heavy duty extension cords with circuit breakers may be used.

**Violation of these policies will result in a $15 fine.*

Room/Hall Search

Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage and compliance with college policies. Students will be responsible for any damage to college property. A residence director has the responsibility and the power to conduct an immediate room search if she detects alcohol, drugs, or males in a residence hall.

The College also reserves the right to conduct room searches, locker searches, and motor vehicle searches, because of reasonable suspicion of a violation of college policies. Procedures shall be followed to ensure the protection of the student and her property.

On occasion, an entire hall may be searched. If so, each resident of the hall will be requested to remain in the hall parlor until her suite and motor vehicle have been searched thoroughly. A study room will be provided and each student will be allowed one phone call to cancel any prior arrangements. A hall search will also include a search of the cars of the hall residents. Careful procedures

will be followed to insure that the search is conducted properly and as quickly as possible.

If a report is made to the solicitor general that one or more students are suspected of violating the Honor Code, (i.e., possession of alcohol, possession of drugs, males in residence hall rooms, theft of personal property) and no specific information is given about a particular room, a warning may be given in person to the entire hall by the solicitor general. If there is reason to believe that a violation has previously occurred in a specific room but no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persists, a search may be conducted.

Safety Regulations–Miscellaneous

- *Sporting Equipment such as skates, skateboards, roller blades or other similar items may not be used within residence halls.
- Running in halls is prohibited.
- Sleeping in hallways is prohibited.
- Climbing on any roof or ledge is prohibited.

**Violation of policy will result in a $15 fine.*

Security

Meredith College takes seriously the need to exercise reasonable care for the safety and security of her students. Security officers patrol the grounds 24 hours a day; residence halls are locked daily from 7:00 p.m. to 7:00 a.m.; Campus Security is readily available at all times through the use of mobile telephones, ext. 8524.

Personal security, however, is the responsibility of each student. Students are expected to keep their room doors locked—especially at night; students should walk in pairs or groups after dark; students are expected to alert security immediately if any uninvited or suspicious individual is sighted on campus.

Smoking Policy

(See College Policies and Regulations Section)

Storage

There are storage rooms in most of the residence halls for luggage storage during the academic year. Bicycles, appliances of any kind, Meredith furniture, etc., may not be stored in storage rooms. Please have identification on outside and inside of luggage. Because of fire regulations, cardboard boxes may not be stored in the storage room. The College is not responsible for lost articles.

If summer storage is needed, there are private commercial storage facilities within five miles of campus.

Any items of clothing, carpets, etc., left in rooms or storage rooms at the end of the spring semester will be disposed of by the Housekeeping staff.

Telephones

Meredith provides a private telephone service to each residence hall room. The charge is included as part of the student room fee. There is no installation charge or monthly service charge.

Students receive discount long-distance service through the College. Individualized monthly statements are

provided by CamTel, and charges are payable directly to Meredith College.

The cost of repairs to or replacement of telephones and related equipment in a student's room will be deducted from the room damage deposit. Students will only be charged for those repairs made necessary as a result of abuse of the telephone equipment. Repairs as a result of normal use will not be charged to the student. Decisions concerning charges will be made by the technician at the time of the repair and will be final.

Students receiving repeated obscene phone calls, should call Ruth Ann Balla at 829- 2323.

Tornado Drills

(For procedures see Tornado Drills and Emergency Procedures in Security and Emergency Procedures section.)

Windows

Windows are to be kept closed and locked at all times to assist with the regulation of cooling and heating and with security. Entry or exit through windows is prohibited.

Student Services and Activities

Student Services

Participation in campus life is essential to the education of students at Meredith College. Education at Meredith is not limited to class lectures, assignments, labs and tests but extends into every facet of daily life. Meredith is committed to providing rich and varied opportunities for fun, fellowship, leadership, and personal growth through an extensive variety of activities, sports, performing arts, organizations, and living arrangements.

Having joined the Meredith community, each student should seek that level of involvement which will allow her to experience personal growth and development and will challenge her to new achievements. Annual events like Cornhuskin', Stunt, the Junior Ring Dinner, the Mother/Daughter Tea, the Father/Daughter Dance, and the formals and semi-formals will engage students in the fun and excitement of the Meredith College experience.

Equal opportunities are afforded to all students, and every student is encouraged to become fully participatory in the life of the campus.

Welcome to Meredith College. We are here to learn together in the classroom, on the athletic field, in the dining hall, at social events, through clubs and organizations, and wherever we find ourselves together. It is within the halls of our campus that we learn more about being a part of a community and our commitment to common values. Our community values include support of Meredith's honor code and personal integrity.

We are Meredith College when we respect the dignity of others, when we appreciate the differences which make each person unique, when we are honest, and when we honor the rights and needs of each community member.

We also are Meredith College when we reach out to those among us who have stumbled. Let us support each other and challenge ourselves to grow and learn. Our campus life staff is part of this special community. Please call us whenever you need our support and encouragement.

Sharon Cannon

Sharon Cannon, Dean of Students

ATM Machines

A Wachovia automated teller machine is located in the lobby of Cate Center. The machine will provide most of the services, except deposits, normally available at ATM machines. There is no fee to customers of Wachovia Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6:00 a.m. until 11:00 p.m.

Campus Ministry

Sam Carothers, Campus Minister,
829-8346
Penny Ulmer, Secretary,
829-8346

The campus ministry staff provides guidance for the development of religious programs on the campus as well as a pastoral presence for the campus community. The staff consists of the campus minister, the associate campus minister, and the secretary.

The ministerial staff serves as advisers to the Meredith Christian Association and in addition offers lectures, programs, small group experiences and counseling opportunities for the campus at large. The campus minister and staff are available to the college community for counseling pertaining to religious questions, religious vocations, and personal problems.

Also, students seeking help in finding a place of worship in the Raleigh community may contact the campus ministry staff for help. Regardless of one's faith heritage, the campus minister is available to provide help to students as they seek a faith community with which to affiliate. Students may call the office or stop by to talk about local congregations and how to arrange transportation.

Students are invited to visit with the staff and to make use of the Jones Chapel Meditation Room and Reading Room, as well as to participate in the community worship services each Wednesday at 10:00 a.m. Students are encouraged to come by the office to tour the chapel and to inquire about programs being offered.

Religious Environment

Meredith College seeks to maintain an environment which is supportive of Christian traditions and ideals and which fosters personal integrity, intellectual freedom, and academic excellence. Baptists bring a tradition of religious freedom with respect for different belief systems, and of personal freedom of the individual to be responsible in matters of faith. In shaping the religious environment at Meredith, the College seeks to support the freedom of each student to choose her own faith, and also seeks to foster an environment in which these different religious perspectives are supportive and respectful of the resulting diversity. Meredith welcomes those religious traditions which share this appreciation of diversity, affirm the freedom of the individual, and support the college experience. Meredith College offers opportunities for spiritual growth to its students as an integral part of the life of the campus. Many of those options are offered through the work of the campus minister and the Meredith Christian Association.

Career Center

The Meredith College Career Center is a student's vital link between campus and career. The office's professional staff provides a range of programs to help students translate knowledge about themselves into career plans that are meaningful, satisfying, and consistent with their education, experience, and personal values and goals.

The office and adjoining Career Resource Room are located on the second floor of Park Center. Hours of operation are 8:00 a.m. to 5:00 p.m. weekdays. The Resource Room is open two evenings per week.

The following services are provided:

Career Exploration and Planning

Individual Career Counseling
Vocational Testing
Academic Majors Fair
SIGI PLUS: Computer-Assisted Career Guidance
Graduate Study Guidance
Graduate/Professional School Expo

Career Planning Seminars

CPS # 101: Career Planning for Freshmen and Sophomores
Academic course that relates personal assessment and vocational exploration to selection of major study and future careers. One hour pass/fail credit.

CPS # 301: Career Planning for Juniors and Seniors.
Academic course that relates chosen academic major to career fields and focuses on job strategies and implemen tation. One hour pass/fail credit.

Cooperative Education

Supervised employment that relates classroom work to future career goals. Full or part-time, paid job experience. One to four hours credit. Prerequisites: Sophomore standing, 2.0 GPA.

Employment Assistance

Job Fair
On-Campus Recruiting
Teacher Network Fair
Resume and Interview Preparation
Job Search Consultation
Workshops, Seminars, and Networking Events
Credentials Files
Job Listings
Resume Expert: Electronic Resume Database and Referral Service

Resource Information

Career Reference Materials
Graduate and Professional School Information
Employer/Information Files
Senior Source Book
Meredith Alumnae Network Files
Graduate Follow-up Studies
Career Connection Bulletin

Gordon Folger
Director, 829-8341

Valerie Gogal
Assistant Director, 829-8341

Yvette Modica-Turner
Assistant Director, 829-8341

Mary Ellen Philen
Office Manager, 829-8342

Ann Phillips
Secretary, 829-8341

Check Cashing

Check cashing services are provided in the Meredith Supply Store to all students with a Meredith CamCard or other picture ID. The amount is limited to $50.00 per day. Family members and friends sending checks to be cashed by students in the Supply Store should keep this dollar limit in mind. There is a $20.00 service fee for each returned check. Returned checks are automatically redeposited before they are charged to the student. In cases in which two checks have been returned, check cashing privileges are suspended.

College Calendar

Dr. Marie Mason, Campus Activities Coordinator, 829-8533

The College calendar is located in the office of Dr. Marie Mason (third floor of Johnson Hall). Priority is given to campus-wide events and to the earlier date of application. Applications are available in Dr. Mason's office for scheduling events and reserving campus space for specified periods of time. All meetings and all reservations for campus rooms or buildings must be registered.

Communication Center, Bulletin Boards, and Announcements

Bulletin boards in Cate Center provide a communication center where campus organizations post information about programs, projects, and meeting times. Also banners may be hung on tack strips provided throughout the Cate Center. Each campus organization is responsible for its own announcements, and each publicity item should be dated. To provide adequate space for each organization, all announcements should be put up no earlier than one week prior to the event, and all articles must be removed immediately following the program.

No publicity articles may be placed on residence hall outside doors, on the door of other campus buildings (including the dining hall), on inside or outside walls, or breezeway areas. Each residence hall has a designated bulletin board where flyers pertaining to campus events should be posted. Those bulletin board locations are

- *Brewer*—1st floor near south stairwell
- *Faircloth*—1st floor near north stairwell
- *Vann*—1st floor near south stairwell
- *Stringfield*—1st floor near north stairwell
- *Poteat*—inside double doors on the first floor
- *Barefoot*—first floor near south stairwell
- *Heilman*—1st floor near north stairwell

Approval for posting announcements of non-Meredith College events must be secured from the Office of Student Activities and Leadership Development prior to posting. Any unapproved announcements will be removed.

Commuter Life

Dorothy Sizemore, Director for Commuter Life, 829-8521

Although it often takes additional effort, commuter students are encouraged to become fully involved in the life and leadership of the campus. Opportunities for leadership and participation are equally available to commuters; the responsibility for commitment to these opportunities rests with each student.

To assist with commuter student involvement, an Office for Commuter Life is located on the second floor of Park Center. There you will find information concerning all facets of campus activities and opportunities. This office remains open until 7:00 p.m. on Tuesday evenings for commuter convenience. On the second floor of Cate Center are lounges for relaxation, study areas, a computer room, snack bar, telephone, and a vending machine area with a microwave and refrigerator available for commuter use. Up-to-date bulletin boards are located near the lounge and study area for information pertinent to the commuter student and campus life. Filing cabinets with commuter mail pockets are located in the area next to the mail room. Commuter students may pick up College calendars in the Office of Student Activities and Leadership Development as well as CamTel directories at the CamTel/CamCard office in Johnson Hall.

Freshman Commuter Assistant

An upper-class student chosen to be the freshman commuter assistant is available to welcome freshman commuters and to assist with their adjustment to campus life. She serves a comparable role to the resident assistant, answering questions, leading weekly freshman commuter meetings, and serving as a peer counselor. Weekly freshmen commuter meetings are held in the Freshman Center in Vann Hall and are required of all freshman commuters.

Association of Meredith Commuters

AMC is an active campus organization whose primary mission is to keep commuter students informed and to encourage involvement in campus events and activities. At biweekly meetings students discuss policies, concerns and requests related to commuter life, enjoy a variety of programs and guest speakers, and receive up-to-date campus information.

Rules and Regulations Governing Commuter Students

Commuter students are expected to follow all college policies, rules and regulations as set forth in the Student Handbook. See specific policies or regulations for details.

Counseling Center

Beth Meier,
Director, 829-8427

Sanne Martin
Assistant Director, 829-8427

Kelly Cash
Office Manager, 829-8427

The Counseling Center offers individual and group counseling to students with concerns of any kind—social, emotional or academic—with counselors who are degreed and licensed. All counseling services are free and confidential. In addition to counseling services, the Counseling Center offers learning disability and attention deficit disorder consultation, psychological consultation, and general referral services. Staff also coordinate an outreach program often facilitated by Peer Educators. The Center has a small resource library for all students and staff. Students are encouraged to call anytime or stop by between 8:00 a.m. and 5:00 p.m. to make an appointment. The Counseling Center is located on the first floor of Carroll Hall next to the Health Center.

Dining Hall

Thad O'Briant, Food Service Director, 829-8377

Dining Hall privileges are for resident students only. Other persons choosing to eat in the dining hall **must** pay for their meals. Other regulations include:

- Resident students must present their CamCard to enter the Food Court in the Dining Hall.
- Commuter students may use either their CamCard or pay cash for their meals in the Dining Hall. The price to commuters who use a CamCard is $3.25 for any meal.
- Students having guests should instruct them to pay a cashier at the entrance to the Food Court.
- Personal dishes and cups are not to be used in the Dining Hall—please use the cups and glasses that are provided.
- Food may not be taken from the Dining Hall at any time without prior permission.
- Guests may not be permitted in the Dining Hall for certain special meals because of the Dining Hall capacity.

Meal Prices for Guests

Breakfast	$3.25
Lunch	$3.80
Dinner	$4.25

Serving Hours

Breakfast

Mon.-Fri.	7:15 a.m. - 8:15 a.m.
Sat.-Sun.	8:30 a.m. - 9:30 a.m.

Continental Breakfast

Mon.- Fri.	8:15 a.m. - 9:15 a.m.

Lunch

Mon.-Fri.	11:00 a.m. - 1:15 p.m.
Sat.	11:30 a.m. - 1:00 p.m.
Sun.	11:30 a.m. - 1:15 p.m.

Dinner

Mon.-Thurs.	4:30 p.m. - 6:30 p.m.
Fri.-Sun.	4:30 p.m. - 6:00 p.m.

Use of Cafeteria Equipment

Punch bowls, ladles, coolers, and trays can be borrowed from the Dining Hall. We request a two-day notice on what is to be used. The equipment can be picked up between the hours of 9-10 a.m. or 2-4 p.m. each day. A $10.00 deposit is required to handle any damage and insure the return of the equipment.

Table Tents

Table Tents are permitted in the Dining Hall under the following conditions:

- Only one (1) table tent per table—no exceptions.
- Table tents may not be displayed longer than one week.
- Table tents must remain upright at all times, or they will be discarded.
- Table tents may be removed by the Dining Hall staff at any time because of special events or circumstances.

Disabilities Services

The Meredith campus is equipped with ramps to entrances of each residence hall as well as all classroom buildings. Housing is provided on first floors of the residence halls for easier mobility. An Aladdin close circuit television system for low vision reading is located on the first floor of the library. The swimming pool in Weatherspoon is equipped with a lift for students with mobility impairments. A handbook of resource information for disabled students is available in the office of the dean of students.

Special concerns or requests for special services are to be directed to the dean of students, coordinator of Meredith's disabilities services. Her office is located on the second floor of Park Center. The director of the counseling center provides assistance to students with learning disabilities. Her office is located on the first floor of Carroll Hall. The dean of undergraduate instruction, whose office is in Johnson Hall, assists students with classroom accommodations, registration, and academic advising concerns.

Financial Assistance

Philip Rooe,
Director, 829-8565

Carol Sanderson,
Assistant Director, 829-8565

Betty Harper,
Student Employment Coordinator,
829-2245

Gini Steele,
Secretary, 829-8565

Through its student aid program, Meredith tries to meet the financial need of each student. The Financial Assistance Office, which is located on the second floor of Johnson Hall, administers the program of scholarships, grants, loans, and campus jobs. Any student who feels she needs assistance in order to attend Meredith or who has questions about an award that has been received should consult the Office of Financial Assistance.

A student must file a Meredith aid application and a Free Application for Federal Student Aid (FAFSA) for each year she wishes to be considered for assistance. These forms, which are available in the Office of Financial Assistance, should be filed by February 15; awards are made beginning in early May and usually consist of a package of several types of aid.

A Job Location and Development service is also available in the Office of Financial Assistance. Assistance is provided to students seeking off-campus employment and is available to all students.

First Year Experience

Chrissie N. Bumgardner,
Assistant Director For
First Year Experience,
829-8521

Committed to the success of every first year student, the assistant director for first year experience is available to assist with transitional issues, academic concerns and other personal needs. Orientation, student advisers, the Academic Success Series, and first year experience classes are among the programs coordinated through this office. The office is located on the second floor of

Park Center in the dean of students suite.

Fitness Center

The fitness center, available only to Meredith students, faculty, and staff, is located in the Weatherspoon Building. The center offers a full range of weight machines, free weights, and cardio-vascular equipment. Students who wish to use the facility must attend an orientation session which will introduce them to the equipment, rules, and regulations. The center has both supervised and unsupervised hours. Unsupervised hours are during the day when there are no classes in the facility. During that time, all equipment except treadmills are available. Supervised hours are scheduled during the later afternoons, evenings, and on weekends.

Health Services

Ruth Pearce, RN-C, Director
829-8535

The Carroll Health Center staff provides clinical care for minor illnesses, health education, emergency care, health protection, and disease prevention services for students. Services are maintained under the direction of the Director of Health Services and the college physicians.

A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to matriculation. All health forms are due on the specified date on the instruction sheet. All ocular and dental work should be attended to before students enter or scheduled for vacations or holidays.

The Health Center hours are 7:00 a.m.-11:00 p.m. Monday-Thursday and 7:00 a.m.-7:00 p.m. Friday. The college physicians are available in the Medical Clinic on Monday and Tuesday at 1:00 p.m., Thursday at 9:00 a.m., and Friday at 10:00 a.m. Students must make an appointment to see the physician on the day of the clinic. Gynecological services are available for a nominal fee to students on Wednesday from 9:00 a.m. until 12:00 p.m. Appointments must be made through the Health Center for this clinic.

At night (11:00 p.m.-7:00 a.m.) and on weekends, check the Health Center (829-8535) recorded message for advice, should you have an illness or emergency.

Health fees, which are included in the residence fee, cover costs of physician and nursing services rendered in the Health Center. Special prescriptions, antibiotics, X-rays, laboratory tests, the Gyn-Clinic, emergency room fees, and consultations with physicians off campus must be paid for by the student. A limited amount of over-the-counter medication is available to students without additional charge. Commuter students may pay the Health Center fee, $80.00 per semester, for services.

Health Center policies are as follows:

- Only minor illnesses and emergencies will be treated by the Health Services staff. Major illnesses will be referred off campus or to family physicians.
- The health services staff is responsible for the diagnosis, treatment of minor illness, and the maintenance of health records. All records are confidential information and are not part of your permanent record at Meredith.

- The notification of parents regarding illness of students is the responsibility of the Health Services staff.
- Transportation to the Health Center can be provided by Campus Security for students who are unable to travel on their own.
- Students should call the nurse prior to coming to the health center after 7:00 p.m. All outside doors are locked for security measures.
- Other avenues of health care available to students are private physicians, urgent care facilities, and the hospital emergency room.
- Students may leave school anytime to see their private physician or enter the hospital for care.

In the Health Center, you will find many brochures, magazines, and books on health issues such as nutrition, health maintenance, and disease. Scales and blood pressure apparatus, as well as video tapes and health software, are available for student use in the Health Promotion Room.

Health Services Staff

Ruth Pearce, RN-C
Director of Health Services
829-8535

Melinda McLain, RN-C
Staff Nurse, 829-8535

Loretta Pearson, RN
Staff Nurse, 829-8535

Anne Smithson, MD
College Physician, 829-8535

Sidney Martin, MD
College Physician, 829-8535

Insurance

Student accident insurance is covered by the College for all full-time students. If you desire the optional sickness coverage, you will need to complete the application form available in the Personnel Office, and mail it and the fee prior to October 1. The Sickness Plan is not intended to be a substitute for normal major medical insurance.

Library Services

The Carlyle Campbell Library offers many services and resources to the students and faculty of Meredith. The basic collection of books, periodicals, microfilms, and audiovisual materials is housed in the main library building. In addition, a collection of recordings and scores is found in the music library in Wainwright. (See "Music Library") The combined catalogs, ALIS (Automated Library Information System), may be searched within the libraries or accessed through the Campus Network, the Internet, or dial-in modem.

Most library materials are loaned for a three-week period and may be renewed twice provided that they are not needed by another patron. The Meredith CamCard must be presented to check out materials. Materials must be renewed in the library.

Reserve materials may be checked out from the Circulation Desk. The faculty specifies one of the following types of reserve:

- *Strict* — in-library use only for three hours,
- *Overnight*— checked out overnight and due one-and-a-half hours after the library opens the next day, or
- *Three-day* — to be returned within a three-day period.

Reference books, periodicals, and videotapes do not circulate out of the library building.

Students are responsible for the payment of fines for overdue items, including reserve materials, and for replacement costs of lost items. The fine is ten cents per day per item, or ten cents per hour for reserve materials. Borrowing privileges are suspended for any student with total fines exceeding $3 and are reinstated when fines are paid.

The library staff is available to help students use the library effectively. Services include: assistance in locating materials and information, help with designing research strategies for papers and projects, and instruction in the use of AV, microfilm, and computer-based library resources.

Off-campus resources are available through interlibrary loans and the Internet.

Students who wish to use other academic libraries in Raleigh can obtain a Cooperating Raleigh Colleges (CRC) Library Loan Form from one of the librarians. This form will enable students to borrow materials at CRC libraries. Students enrolled at Meredith may use other libraries and their resources without the loan form, but no borrowing will be allowed without the appropriate form and a Meredith ID.

Food and drinks are not to be brought into the library. Smoking is not allowed in the library.

Carlyle Campbell Library Hours

Mon. - Thurs.	7:45 a.m. - 11:00 p.m.
Fri.	7:45 a.m. - 9:00 p.m.
Sat.	9:00 a.m. - 5:00 p.m.
Sun.	1:00 p.m. - 11:00 p.m.

Media Services Hours

Mon.-Thurs.	8:00 a.m. - 6:00 p.m.
Fri.	8:00 a.m. - 5:00 p.m.
Sat.-Sun.	Closed

The library is closed during official convocations. Holiday and intersession hours will be posted.

Lost and Found

Lost and found articles may be turned into the Security Office.

MCTV

Channels 5, 10 & 13 are cablecast from **Meredith Cable Television (MCTV)** located in room 71 of the Carlyle Campbell Library. Channels 10 & 13 air video programming for educational purposes only. Programming guides are displayed on Channel 5. Commercial advertisements are not aired on any MCTV channel.

Channel 5 is Meredith's 24-hour infocenter. **It's fast, easy and free!** To post campus events, classified ads, etc., simply call 829-8448 and select #1.

MCTV provides video editing and post production facilities for educational projects and commercials for campus events. Appointments are necessary; dial MCTV and select #7.

If you need to videotape an event or class project, look for the Video Project Board next to MCTV. The video crew list has names and phone numbers of students trained in the video production class who will volunteer to help you.

Any questions or concerns regarding MCTV or the Meredith Video Club should be directed to Cindy Bowling, Cable Administrator and adviser for the club. Select #7 when you call 829-8448

Minority and International Student Assistance

Resource handbooks have been compiled for international and minority students at Meredith. Please make inquiries about available resource materials and handbooks, committees on diversity issues, and campus organizations to the vice president for student development, the dean of students, or the director of student activities. Student development staff are available to offer assistance, answer questions, listen to concerns, and provide counseling.

Music Library

The Music Library is located on the first floor of Wainwright Music Building. It houses a collection of recordings and scores and provides a variety of listening facilities.

Recordings may not be checked out of the Music Library; however, scores do circulate and are subject to the same loan period and overdue policies as materials checked out from the Carlyle Campbell Library.

Music Library Hours

Mon. - Thurs.	8:00 a.m. - 10:00 p.m.
Fri.	8:00 a.m. - 6:00 p.m.
Sat.	12:00 noon - 4:00 p.m.
Sun.	3:00 p.m. - 9:00 p.m.

The Music Library is closed during official convocations. Holidays and intersession hours will be posted.

Post Office

The campus mail room is located on the first floor of Cate Center. Stamps are available for purchase and packages that do not require special handling will be accepted. These services are available between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus.

Resident students are assigned a mail box number that corresponds to their room assignment; the number will change if a student moves to another room.

Student mail boxes have combination locks. Each student will be given her combination upon her arrival on campus. It is the student's responsibility to remember this combination. Mail room employees are not authorized to disclose combinations. If you lose your combination, you must show your CamCard to obtain your combination.

Student mail is put in mail boxes Monday through Saturday, except during student holidays. Students who receive packages by U.S. Mail or United Parcel Service (UPS) will receive package slips telling them to come to the window to pick up the packages. Students are required to bring their CamCards in order to receive packages.

Outgoing mail pickup is 5:00 p.m., Monday through Friday.

The following example shows the proper format for a student mailing address:

Ms. Meredith Student
308 Poteat Residence Hall
Meredith College
Raleigh, NC 27607-5298

Seminars

Numerous seminars are offered throughout the year by the Division of Student Development. Topics range from women's health issues to campus adjustment for new students. Call the Dean of Students Office for information on topics, location and time of current seminars.

Counseling Seminar Series — Counseling Center staff, as well as peer educators, work together to offer a series of one-hour seminars on everything from eating disorders and depression to time management and relationship communication. They fill requests for both resident staff and student groups who are seeking presentations on mental health topics.

Freshman Seminar — First Year Experience is a freshman seminar course open to all first year students, designed to facilitate a successful transition for women entering higher education. Each section is taught by a faculty/staff member who places emphasis upon the process of academic success, individual growth, community development, and lifelong learning. Topics in this course will include study skills, communication skills, interpersonal/community relationships, values clarification, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

Academic Success Series — The assistant director for first year experience organizes seminar topics designed to promote academic success through enriched sessions on study habits, faculty/student relations, writing papers, synthesizing material, taking examinations, and other issues. The seminar is offered in both the fall and spring semesters.

Snack Bar

Campus Dining Services operates a campus snack bar, the Bee Hive, on the second floor of Cate Center, where students can relax and dine in a casual atmosphere. The Bee Hive is open Monday through Thursday from 7:30 a.m. - 7:00 p.m. and until 4:00 p.m. on Fridays.

Student Supply Store (Book Store)

The Student Supply Store located in Cate Center contains all the necessary textbooks and supplies for academic courses. In addition, the Student Store carries a supply of personal toiletries and novelty items. The Supply Store also allows students to cash checks up to $50. The Student Supply Store is open Monday through Friday 8:00 a.m. to 5:00 p.m.

Technology Services

The Office of Technology Services is charged with the installation and support of phones, faxes, and other computer systems. The Help Desk of Technology Services provides one number access for answers to questions about technology issues. Questions ranging from location and hours of computer labs to applying for E-mail accounts, to details on connecting student-owned computers to the campus network are answered at the Help Desk. Dial H-E-L-P (4357) from on-campus or 829-2323 from off-campus.

Computer Services available through the Office of Technology Services include:

- Campus Network providing E-mail accounts for students, faculty and staff, Internet access, ALIS access (Carlyle Campbell Library Computer System), and access to Meredith's own gopher and Web pages;
- Three computer labs (Harris, Joyner, and Ledford) providing access to the Campus Network, 20 486-based computers and 20 ink jet computers in each lab, a variety of software (word-processing, spreadsheets, presentation graphics, statistics, programming languages, desktop publishing, and many curriculum-specific packages);
- Computers in each residence hall and Cate Center providing access to the campus network;
- ALIS, the Carlyle Campbell Library Computer System; and
- Residence hall rooms wired for access to the Campus Network.

Student Activities and Leadership Development

Office of Student Activities and Leadership Development

Cheryl Jenkins, Director
829-8338
Shelly Hoover, Assistant Director
829-8338

Meredith affords students many opportunities to become involved in extracurricular activities. The Office of Student Activities and Leadership Development assists the student in finding an area of service or leadership commensurate with her interests and abilities. These areas include clubs within major departments, student publications, student government, programming associations, honor societies, service organizations and other organizations on campus. The office assists in developing programs, planning events and helping with the promotion of activities.

The Office of Student Activities and Leadership Development also offers the student opportunities to participate in several self-development programs, and through leadership workshops, retreats and seminars, encourages the student to widen her own personal experience and knowledge. This office is available to assist in whatever way it can to make the student's extracurricular participation an integral part of her educational experience at Meredith.

The Student Activities Calendar, listing activities, is published annually by the Office of Student Activities and Leadership Development as a service to the Meredith community.

Campus Clubs and Organizations

There are approximately 82 organizations and clubs on Meredith's campus offering a variety of opportunities for participation and leadership, and addressing most students' interests, i.e., academics, politics, honors, service, religion, and professional. See listing of clubs and organizations.

Convocation, Worship, Student Assembly/Meetings– M.W.F.–10:00 a.m.

The period from 10:00 to 10:50 a.m. on Mondays, Wednesdays, and Fridays is reserved for convocation, worship, and assemblies. The weekly schedule is arranged as follows:

- Convocations for the entire Meredith community are held at regular intervals throughout the year. As an integral part of the academic program, these convocations are planned to stimulate and add to the community's spiritual, intellectual and cultural enrichment. All students are encouraged to attend.
- Services of worship are on Wednesdays. The community seeks to foster its purpose as a Christian institution by meeting together regularly for worship. All members of the college community are encouraged to attend.
- Student assemblies convene on Fridays. They may be required as deemed necessary by the Executive Committee of the Student Government Association or by the student Senate.

Cultural Opportunities

CAMPUS PROGRAMS

Campus-sponsored cultural programs are generally open free of charge to Meredith students. Such opportunities are viewed as part of the total educational program.

- *Convocations* — schedules a speaker or performance from various fields to offer a forum for spiritual, intellectual, cultural, and social ideas.
- *Meredith Performs Series* — offers student theater, music, and dance productions, as well as bringing outstanding artists, lecturers and performers to enhance the College's program.
- *Recitals* — presents Meredith students, faculty, and other performers in concert.
- *Art Exhibits* — offers student art majors and other artists the opportunity to display their works. Galleries are in Johnson Hall and Gaddy-Hamrick Art Building as well as other campus locations.
- *Symposia* — offered occasionally to explore in-depth ideas and issues of concern to the college community.

Intramurals

The Meredith Recreation Association (MRA) sponsors intramurals throughout the year to encourage participation by students in different sports such as basketball, volleyball, soccer, and flag football. The students organize their own teams and submit their team roster and team names to MRA for final approval. MRA may present prizes to the winning teams. Gift certificates, awards, trophies, and special intramural T-shirts have been given in the past. Faculty and staff are also encouraged to participate but are not eligible for points.

Intercollegiate Sports

Meredith offers opportunities for participation on the following intercollegiate teams: basketball,

fast-pitch softball, soccer, tennis, and volleyball. Tennis, soccer and volleyball are played in the fall, with practice beginning on the first class day. Basketball is played during the winter season, followed by softball and tennis in the spring. Students who wish to participate in one or more sports are encouraged to do so.

Students also have the option of participating as team managers, score keepers, or statisticians.

For further information, contact individual coaches or Dr. Marie Chamblee, the athletic director, in the Department of Health, Physical Education, and Dance.

Performing Arts

Aqua Angels

For students interested in synchronized swimming, Meredith offers the opportunity to participate in the Aqua Angels, a synchronized swimming group sponsored through the Department of Health, Physical Education, and Dance. The Aqua Angels performs throughout the year. Tryouts are in early November.

Dance/Theater Groups

Meredith Dance Theatre

Meredith Dance Theatre is a performing dance company which trains the dancers creatively and technically. The year is highlighted by guest residences, workshops, and performances. Participation in Meredith Dance Theatre is through auditions only, which are held the first week of the academic year. For further information contact Alyson Colwell-Waber, director of dance.

Meredith Performs

Meredith Performs offers a season of music, dance, and theater to Raleigh and the campus community. This performance series serves as the principal laboratory experience for students majoring in theater. Volunteers also come from students, staff, faculty, and friends of the college. Extensive theater experience is not required to work with Meredith Performs, but plan to make friends, learn, and have fun. Actors, singers, and dancers come to open auditions for main stage and studio productions. Backstage workers can stage manage, help with sets, properties, costumes and makeup, lighting and sound, the box office, or publicity. For performing or work associated with productions, one hour credit may be earned by registering for a theater practicum. See the theater faculty or the department office for details.

Musical Groups

Handbell Choirs

Students with musical experience (with or without handbell experience) learn a variety of ringing techniques while rehearsing both sacred and secular repertoires on five octave sets. The choirs perform each semester in worship services and as part of other special programs. Rehearsals are two hours each week. Based on experience and audition, students are invited to join the Meredith Handbell Choir or Meredith Ringers.

Meredith Chorale

The Meredith Chorale is a prestigious touring choral group which represents Meredith on an annual tour and on many other occasions in churches, schools, and concert halls. In addition, the Chorale sings for many major campus events. The group rehearses three hours per week. Membership is by audition.

Meredith Chorus

The Meredith Chorus is a large choral ensemble, open to all students who enjoy singing. It performs frequently—in chapel, in the annual Christmas concert, off campus for both church services and concerts, and at other campus events. Rehearsals are three hours each week. Membership is open, without an audition, to all interested students, and all are welcome.

Meredith Ensemble

The Ensemble is a small handpicked group of singers, who represent Meredith at dinners, club meetings, and other significant occasions, both on and off campus. The Ensemble performs frequently at these events. It rehearses three hours per week. Membership is by audition.

Orchestra

Students who play orchestral or band instruments are encouraged to audition for one of the community orchestras sponsored by Cooperating Raleigh Colleges and the Wake County Symphony Orchestra League. For information call the music office, ext. 8536.

Wind Ensemble

Meredith's Wind Ensemble is open to all students who play brass, woodwind, or percussion instruments. It rehearses one evening for two hours each week and performs on and off campus.

Flute Ensemble

The Flute Ensemble is open to all students who play the flute. It rehearses three hours per week and performs frequently, on and off campus.

Religious Activities

Many opportunities for worship, dialogue, "hands-on" ministry, lectures, retreats, conferences, and more are available to the Meredith community.

For those students of the Christian faith, the College's traditional student group is the Meredith Christian Association, which welcomes students of all faiths and denominations. MCA offers opportunities for local ministry projects, study groups, programs, recreation, worship, conferences, retreats, and summer missions. MCA encourages respect for diversity and student involvement in local churches.

An Interfaith Council, under the administrative supervision of the campus minister, guides and coordinates all religious organizations granted permission to form a campus organization. Students interested in forming a campus religious organization or club must submit the appropriate documents to the SGA Senate for consideration for approval.

Student Government

All Meredith students are members of the Student Government Association and are encouraged to become involved in its functions. Student involvement is crucial to the effective governance of the campus and is vital to the growth and educational process of the individual student. Each student has a voice in her government through participation in the election of officers, interaction with senators and student life representatives, involvement in the various branches of SGA, and an open-communication policy with student government officers. Opportunities for student leadership and involvement are open to all students

through campus elections and membership on numerous boards and committees.

The Student Government Office is located in Cate Center. The SGA office phone number is 829-2248.

Security and Emergency Procedures

The College is patrolled 24 hours a day by college security officers.

Security guards use radio phones while patrolling the campus, investigating complaints, regulating traffic, controlling parking, and supervising the fire prevention program.

As an additional security measure, Meredith is closed to the public between 1:00 a.m. weeknights/2:00 a.m. weekends and 6:00 a.m. daily.

Security—Shared Responsibility

Although the college takes seriously the need to provide a campus which is as safe as possible, each student must assume the responsibility for her own personal safety. No environment can be assumed to be totally safe, so each person must be constantly alert to her own safety and that of her peers.

Campus Emergency Procedures

MONDAY-FRIDAY
8:00 a.m.-5:00 p.m.

- Call campus security by dialing 8524 on a campus phone (or 829-8524 on a private phone) or
- Call the switchboard operator by dialing "O" on campus phone or by dialing 829-8600 on a private phone.
- Notify the residence director of the student involved in the emergency.

MONDAY-FRIDAY
5:00 P.M.-8:00 A.M. AND WEEKENDS

- Call campus security by dialing 8524 on a campus phone or 829-8524 on a private phone. Remember to let the phone ring at least four times.
- Call the residence director on duty. (Use beeper number 9-310-1298 if she cannot be reached at her extension.) Wait to hear three beeps, then dial the number where you may be reached. Hang up. Wait beside the phone until the RD returns your call.

Medical Emergency Procedures

7:00 A.M.-11:00 P.M. MONDAY - THURSDAY
7:00 A.M.-7:00 P.M. FRIDAY

- Call the Carroll Health Center (829-8535) and make the nurse aware of the emergency. She will then determine and procure necessary care for the patient.

11:00 P.M.-7:00 A.M. WEEKNIGHTS AND WEEKENDS

- Call the residence director on duty and security (829-8524) (RD on call

schedules are posted by each hall phone.)

- If at any time you believe it is necessary to call Emergency Medical Services (EMS) before contacting the nurse, do so. Remember that any time EMS is called, security needs to be notified so that they can direct EMS to the emergency site.
- The person receiving the services of EMS will be responsible for all fees charged.

FIRE DRILLS

Prior to Fire Drill:

Residence Hall Board Chair

- During the first week of school coordinates check of fire alarm equipment with the director of residence life and facilities services.
- Designates the date and time for the drill (first drill must be held during the first two weeks of each semester) and announces it at the regular meeting of the Executive Board.
- Explains procedure to the residence hall presidents.
- Informs security, RD on duty, nurse in the Health Center, and dining hall manager (if drill is close to dining hall hours) just prior to the fire drill.
- Informs the director of residence life of the fire drill.
- Designates outside evacuation meeting places for each hall to line up in single-file line.

Residence Hall Presidents

- Conduct fire procedures training for resident assistants, fire marshals and residence directors.
- Locate fire alarms for the residence hall; know how to operate them and check to make sure they are working correctly (check with the Residence Hall Board chair). Check fire extinguishers on each hall of the residence halls periodically to see that they are functional.
- Inform resident director of the date and time of the drill.
- Make sure resident assistants have chosen fire marshal suites.
- Inform the hall of designated outside evacuation meeting place for hall residents to line up in single file line.

In case of real fire:

If YOU discover the fire:

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Call the fire department —911 (#9-911 on a campus phone)
- Alert security, residence director or switchboard.
- If it is a tiny fire, use a fire extinguisher. If it is a large fire, leave it to the firefighters.
- Before leaving your room, check the doorknob to see if it is hot. If HOT, DO NOT OPEN; go to the window and wait for the firefighters to rescue. DO NOT TRY TO JUMP OR CLIMB

DOWN. (With your door closed, you are not in immediate danger).

- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit. (More people die of smoke inhalation than from burns.)
- If fire blocks your nearest exit, go immediately to the next closest exit.
- Meet the resident assistant at the evacuation meeting point.

DURING THE FIRE DRILL:

Students

- Close windows.
- Turn off all lights except overhead.
- Leave the room door open.
- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- Meet the resident assistant at the evacuation meeting place. Line up as directed.
- Wait for the signal to return.

Fire Marshal Suites

- Take student list, pad and pencil.
- Check rooms to make sure all students are out and make note of any locked doors.
- Close windows and turn off overhead lights in each room.
- Close doors to each room.
- Go directly to the resident assistant and report that all rooms are clear and give her the list of locked rooms.

Resident Assistants

- Move quickly to the evacuation meeting point.
- Receive reports from fire marshals and account for all students on your hall.
- Report to the residence hall president evacuation times and problems (in real fire, i.e., the possibility of students still in building, etc.). Remain at the assigned position until the residence hall president instructs you to return to the residence hall.

Residence Hall Presidents

- Sound alarm at the designated time and move to designated evacuation meeting place.
- Receive reports from resident assistants.
- Relay any necessary information to residence directors/security/firemen.
- (In a fire drill, at the RHB Chair signal, deactivate the alarm to signal the end of the drill.)

Residence Hall Board Chair

- Record the time of each residence hall's departure.
- Receive reports from the residence hall presidents regarding evacuation after the fire drill.
- Keep careful records of all fire drills and forward copies of these records to the director of residence life.

- PLEASE NOTE: (Students should be aware that it is against the law to activate a fire alarm when there is no fire.)

Theft of Personal Property

Students who experience a theft or loss of personal property should alert security as soon as possible. Meredith is not responsible for the personal property of students. If a major loss occurs, the student may choose to call the Raleigh police for investigation. If a student has evidence that another student is responsible for the theft, she should alert the solicitor general of the Honor Council.

Tornado Drill and Emergency Procedures

Tornado drills are held each semester. Participation is required of each student.

Campus security and each resident director have a weather alert radio which emits an audible signal if the national weather bureau has issued a warning for our immediate area. They will sound the alarm for a drill or alert.

In the event of a tornado alert, students must follow the following procedures:

- Go immediately to the first floor hallway. (Residents of the Noel House should move quickly to the first floor of Stringfield when weather is threatening. Noel House residents must go immediately to Stringfield when/if requested.)
- Close all doors on the first floor hallway.
- Move as far away from outside openings as possible.
- Sit down on the hallway floor with head between your knees.
- Cover your head with your hands.
- Remain in this position until danger is past.

Traditions and Annual Events

Alice in Wonderland

Once in every college generation since 1924, the faculty and staff presents Lewis Carroll's *Alice in Wonderland* for the students. Students are hard-pressed to identify their elaborately costumed instructors who act out this literary fantasy. The next performance is scheduled for February 2000.

Awards Presentations

Each year as the spring semester comes to a close, Meredith celebrates the achievements of its outstanding women at an annual Academic Awards Day Service. The following awards are presented:

Mae Grimmer Scholarship Award

•

Ida Poteat Scholarship Award

•

Alice & Daniel Satisky Scholarship Award

•

Perry-Harris Scholarship Award

•

Carolyn Peacock Poole Scholarship Award

•

Norma Rose Scholarship Award

•

Louise Shingleton Shivers Scholarship Award

•

Ruth Hubbell Award for Creative Writing

•

Marion Fisk Welch Scholarship Award

•

Elizabeth Avery Colton Award

•

Frankie G. Weems Award

•

Martha Nell Tucker Freshman Biology Award

•

John Yarborough Sophomore Biology Award

•

John Yarborough Junior Biology Award

•

CRC Press Freshman Chemistry Awards

•

Vallie Tillotson Nelson Freshman Mathematics Award

•

Ernest F. Canady Mathematics Scholarship Award

•

Outstanding Freshman/Sophomore in Mathematics and Computer Science Award

•

Outstanding Senior Mathematics and Computer Science Award

•

Outstanding Student in Human Environmental Sciences Awards

•

Kappa Omicron Nu Award

•

Sandra Graham Shelton Interior Design Awards

•

Senior Writing Center Tutor Awards

•

Hall of Fame Awards in Business & Economics

•

Wall Street Journal Student Achievements Award

•

Lois E. Frazier Academic Performance & Service Award

•

WINGS Academic Awards

•

Anne C. Dahle Re-entry Scholarship Award

•

Ralph E. McLain Scholarship Award

•

Roger H. Crook Scholarship Award

•

Rebecca Jean Morris Lewis Scholarship Award

•

Ellen Amanda Rumley Scholarship Award

•

The Hall Scholarship Award

•

Outstanding Senior in Psychology Award

•

Psi Award for Outstanding Contributions in Psychology

•

History & Politics Senior Scholarship Award

•

Sarah Lemmon Achievement Award

•

Phi Alpha Theta Freshman Achievement Award

•

Phi Alpha Theta Scholarship Award

•

Phi Alpha Theta Outstanding Member Award

•

Vick Travel Award

•

Class of '67 International Studies Scholarship Award

•

Department of Foreign Languages Travel Award

•

Outstanding Freshman in French Award

•

Outstanding Student of French Award

•

Pi Delta Phi Outstanding Student in French Award

•

Outstanding Student of German Award

•

Outstanding Student of Latin Award

•

Outstanding Student of Spanish Award

•

Sigma Delta Pi Outstanding Freshman in Spanish Award

•

Outstanding Freshman in Spanish

•

Outstanding Student in Art Award

•

Physical Education and Dance Departmental Award

•

Jerry E. McGee Theatre Scholarship Award

•

Upperclass Theatre Award

•

Theodore Presser Scholarship Award for Excellence in Music

•

Alpha Psi Omega Achievement in Theatre Award

•

Informative Speech Contest Awards

•

Persuasive Speech Contest Awards

•

Social Work Professional Development Award

•

Department of Health, Physical Education and Dance Academic Excellence Award

•

Alpha Lambda Delta Maria Leonard Senior Book Award

•

Alpha Lambda Delta Joanne J. Trow Undergraduate Award

•

Rotary Scholar Recognition Award

•

Academic Excellence Award

•

Who's Who in American Colleges and Universities

Each year Meredith also recognizes the achievements of its outstanding athletes, performers, and scholars at the Athletic/Performing Arts Banquet sponsored by the Health, Physical Education and Dance Department. All seniors who have participated for two or more years on an intercollegiate team, the Meredith Dance Theatre, or Aqua Angels are recognized and presented with pewter mugs. Other awards are presented in the following sports and performance groups:

TENNIS — Most Valuable Player, Coach's Award, Outstanding Performance
VOLLEYBALL — Most Valuable Player, Coach's Award, Outstanding Performance
BASKETBALL — Nancy Newlin Award (MVP), Sportsmanship, Most Improved
Soccer—Most Valuable Player, Coach's Award
SOFTBALL — Golden Glove, Highest Batting Average, Coach's Award
AQUA ANGELS — Most Spirited, Coach's Award
MEREDITH DANCE THEATRE—Dedication Awards

The Office of Student Activities and Leadership Development sponsors an annual Leadership Awards Day, giving clubs and organizations the opportunity to recognize outstanding leadership among their members. The organizations giving awards include SGA, MRA, MCA, MEA, ABA, RHB, the four classes, *Meredith Herald*, *Oak Leaves*, *Acorn*, Astros, Phis, Publications Board, Senate, MIA, Commuters, WINGS, Student Foundation, and Student Advisers.

The Bathtub Ring

Three members of the Class of 1970—Betty King, Ayn Sullivan, and Peggy Timmerman— founded The Bathtub Ring singing group in the Spring of 1968 and first performed for Phi Luau during Rush Week. Their blend of rebellion against and honoring of Meredith traditions has made them a perennial favorite at Cornhuskin' and other campus events. Membership is by audition, and selections are made by The Bathtub Ring from Phis who are members of even-year classes. Current members are from the Class of '98: Kelli Altom, Heather Garrett, Ellen Havens, Amanda Ledford, and Dorothy Livesay.

Big Sister–Little Sister Classes

The Big Sister—Little Sister program forms lasting relationships which help underclass students adjust to college life. Every freshman is assigned a junior to be her "big sister" until the upperclass student graduates. Throughout the year sister classes participate in events such as ice cream socials, skating parties, pizza parties, and class serenades. The culmination of the two classes' years together is Class Day on which the members of the sophomore class honor their big sisters. (See also Odd and Even Classes and Class Day Activities).

Black Emphasis Month

The views and interests of the African-American community are highlighted during this celebration which is held during Black History Month. The Meredith student group, Association for Black Awareness, sponsors the month's activities which include events focused on African-American culture and history.

Bonfire

After the senior picnic, on one night of the week preceding Commencement Week, at a grudge bonfire, each senior burns any article representing what she has most disliked at Meredith. Her memories of Meredith are, as a result, supposed to be only pleasant ones.

Class Colors

The colors of all odd classes are blue and white until their junior year when they adopt rainbow colors. Leap year classes' colors are purple and gold. Even classes use green and white.

Class Day Activities

Sophomores honor their senior big sisters, and the seniors highlight their college years during the Saturday of Commencement Week.

The little sisters spend the morning constructing two 60-70 foot daisy chains to be used for the afternoon's Class Day exercises in the amphitheater. The white-clad sophomores hold two daisy chains and sing as their sister class marches through the chains. Class Historians recall and depict key events of the graduating class' four years at Meredith. The sophomore and alumnae sister classes sing traditional songs to the seniors. The members of the odd year classes wear black gloves on their left hands and give their little sisters (wish) bones for luck. The even classes give their little sisters bags of sticks and stones to protect them from the Odd Spirits' bones.

At the conclusion of Class Day, the chains form the class numerals of the graduating class. The seniors then go onto the island, form a circle, and celebrate with their little sisters.

College Colors

The Meredith College colors are maroon and white.

College Flower

The Meredith College flower is the iris.

Cornhuskin'

In the fall, each class presents for competition a word parade, a tall tale, songs, and a hog-calling skit, all of which are related thematically. The four classes are judged on these performances as well as on apple-bobbing and cornhuskin'. WINGS students and faculty also participate in the night of fun. All of these activities comprise the official Cornhuskin' festivities. This activity is sponsored by

Meredith Recreation Association and usually occurs during the first week in November.

The Crook

Each spring the seniors hide a wooden crook from the juniors. The juniors, aided by enigmatic clues, search the campus one week for this stick and very rarely find it.

If the crook is found, it is brought into Class Day with a black ribbon. If it is not found, the crook is brought into Class Day with a ribbon of the Senior class colors.

The event was begun in 1906 when the crook was presented by an instructor to the seniors. This elaborate hide-and-seek has been staged annually since it was revived in 1929.

Founders' Day

Each year, a day is set aside for Meredith to honor its past. Founder's Day is marked by a convocation address and a wreath-laying ceremony at the on-campus memorial to Thomas Meredith, Baptist leader and advocate for women's education. The College's name was changed from Baptist University for Women (earlier, Baptist Female University) in 1909 to honor his work in founding the College.

Meredith Mascot

During the spring semester of 1980, the Student Government Association Executive Committee launched a campaign to establish the Angel as the official Meredith mascot. The design created by Teresa Parker, a 1980 graduate, was selected by the student body to become the Meredith Mascot.

Odd and Even Classes

The four classes are divided into odd-numbered and even-numbered years. "Them Bones" is the song of the odd-numbered year and "Hail to the Even Spirit" is the song of the even-numbered year. On Class Day, the members of the odd classes wear black gloves on their left hands and give their little sisters chicken bones to wish them luck. The even classes give their little sisters bags of sticks and stones "to protect them from the Odd Spirit's bone."

Rush

During the second semester, the Astrotekton and Philaretian Service Clubs have a Rush Week. Various social activities are held during the week to introduce the service projects which are sponsored by the organizations.

Stunt

The Meredith Recreation Association (MRA) has sponsored this event of class rivalry since 1915, its form changing from original plays to kinds of athletic competition. The purpose of Stunt is to promote class unity through class competition, creativity, and fun. Points are awarded for each event and are used in determining the overall winner of Stunt. Recent events in Stunt have included bat spin, tug of war, lip sync, egg toss, sponge toss, and a three-legged race.

From the SGA President

On behalf of the Meredith College student body, I would like to welcome you to one of the most exciting places you could ever be. Meredith students are uniquely unified both in mind and in spirit. Our minds and spirits are two important characteristics contributing to our individual development as students. While our minds perceive, feel, think, and reason, our spirits activate us, influence us, and give us life.

Meredith College provides each of us with opportunities not only to develop our minds, but also to use our spirits to guide us through our Meredith experience. The Meredith College Student Government Association serves to foster the development of Meredith students by unifying the minds and spirits of individuals into a powerful student body. By bringing together the academic life and campus life of students, SGA creates a strong community that's founded on a quality education and a positive social environment where students become effective and confident leaders.

Academically, Meredith provides students with an atmosphere that fosters student and faculty interaction while challenging students to explore the wealth of knowledge gained from a liberal arts education. Meredith's intellectually stimulating environment is represented by its standards of high scholastic achievement and enriched personal development. Meredith women graduate with more than just an academic degree; they graduate as leaders, fully prepared to tackle any challenge. Meredith College is committed to developing the leadership abilities of each student by encouraging student involvement in academic and service organizations, athletics, honor societies, and student self-governance. Meredith students become leaders both on campus and in the community. Your opportunities for personal growth are endless.

Your education and leadership development is supported by the positive environment in which you are able to work and play. The Meredith community prides itself on its strong foundation of honor and integrity. Meredith women develop in an environment that is deeply rooted in ethical standards and personal responsibility. This positive atmosphere creates within the student body the bonds of friendship and sisterhood. The traditions and relationships created at Meredith have not only united the mind and spirit of the college community, but have built within me a sense of pride and love for Meredith College and for the people with whom I learn and grow.

My college experience has been enhanced by the wealth of opportunities that Meredith has offered. The experiences that you will have at Meredith will guide you throughout your education, your career, your relationships, and your numerous new beginnings. Each day you come to a new crossroad in your life, and each crossroad brings with it an extraordinary gift: the opportunity to set new goals and to renew your commitment to reaching those goals. Meredith College serves as a guiding force as you strive to attain your goals and to succeed. Meredith supports women by giving wisdom and life to each student in order to challenge, to refresh, and to offer encouragement. By challenging and encouraging women, Meredith College enables you to stand prepared for your new adventures.

I feel that the strength and commitment of Meredith's student body are essential to the continued growth of the college's support and education of women. I encourage each of you to maintain the unification of the mind and spirit of Meredith College by taking an active part in our system of self-governance. I look forward to serving you, and I wish you well in your decisions as you embark upon a lifetime of new beginnings.

Erin of Balmer

Campus Organizations

As early as 1905 Meredith took an important step forward when it introduced student government, apparently the first college in the state to do so, and one of the first in the South (Mary Lynch Johnson, *A History of Meredith College*). Since that time Meredith students have enjoyed an unusual amount and variety of input into the shaping of the policies, philosophy, and tradition of the college.

Executive, legislative, and judicial branches comprise the basic structure of the current Student Government Association, with numerous boards and committees completing the structure. Those groups include Senate, Student Life Committee, Elections Board, Association of Meredith Commuters, Honor Council, Residence Hall Board, and Women in New Goal Settings (WINGS). Students are elected to office through elections held early in the spring semester. Workshops and training sessions held throughout the spring and fall enhance the leadership ability and organizational skills of the newly elected officers.

> The purpose of the association shall be to promote, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison among students, alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

Student Government Elections

Elections for upper-class officers (class and campus-wide) are held each year in the spring. The freshman class holds its elections as soon as possible after arriving on campus in the fall. All freshmen are eligible to run for a class office in their first semester. The elections schedule is printed in the Student Activities Calendar. See the SGA Constitution and By-Laws for more information.

Eligibility for Office

Rising sophomores must have a 2.0 overall grade point average at Meredith to file for office, while rising juniors and seniors must have a 2.25 overall grade point average at Meredith. A student who has been given a reprimand or probation by the Honor Council may not file for office during the period of reprimand or probation.

A student who does not maintain her designated grade point average will be asked to give up her office and will be replaced with an appointment made by the SGA president. See the SGA Constitution and By-Laws for more information.

Major Student Associations and Organizations

Programming Board

The purpose of the Programming Board is to bring together Meredith College's major campus organizations to meet the programming needs of the Meredith community and to encourage active participation in all sponsored events. The member groups of the Programming Board are ABA, MEA, MIA, MRA, MCA, AMC, WINGS, RHB, and all four classes.

Association for Black Awareness (ABA)

The Association for Black Awareness functions primarily to provide a supportive atmosphere for African-American students at Meredith. The Association exists to help the African-American student develop a better understanding of herself in relation to others and to create a better understanding of the African-American presence and heritage within the Meredith community. The Association is involved in various activities during the year. Some activities are the Martin Luther King, Jr., Birthday Celebration and Black Emphasis Month (BEM). Membership and participation within the organization is open to anyone in the Meredith community.

Association of Meredith Commuters

Bimonthly meetings of the Association offer a valuable source for receiving information and often feature guest speakers from the area. The Association also sponsors a Holiday Luncheon and the annual Commuter Spring Luncheon. Participation in all campus activities is encouraged and certainly welcomed. Commuter students should consult the Student Activities Office and the campus bulletin boards for information regarding campus activities.

Meredith Christian Association (MCA)

The Meredith Christian Association provides individuals with various means for exploring the full implications of Christian commitment; nurtures Christians to a mature, growing faith; recognizes and attempts to meet the spiritual needs of students, faculty, staff and administration; and helps meet needs in the wider community through service projects and participation in local church ministries.

Off-campus involvement includes conferences, a spring break Habitat for Humanity trip, and summer missions projects.

On-campus involvement for growth and fellowship includes weekly MCA fellowships (Unwindings), study and growth groups, off-campus conferences, voluntary participation in worship services, and summer mission opportunities.

The MCA encourages each student to become acquainted with Raleigh area churches and to become involved in their college programs.

All students are encouraged to participate in the activities of the Meredith Christian Association.

Meredith Entertainment Association (MEA)

The Meredith Entertainment Association seeks to coordinate special activities for the entire college community. MEA provides various entertainment on and off campus. For example, MEA sponsors the White Iris Ball, Spring Fling, mixers, comedy nights, movies, and more. Resident and commuter students, faculty, staff and friends of the College are invited to participate in MEA programs. Persons interested in working with MEA to plan and implement programs are welcomed at MEA meetings held throughout the year.

Every student is a member of the Meredith Entertainment Association.

Meredith International Association (MIA)
The Meredith International Association shares knowledge and understanding of different cultures within the Meredith community, promotes interest in other cultures, as well as explores cultural values and social and political issues through interaction with other students, faculty, administration, and community groups. To facilitate this purpose, the members of the association sponsor a worship service and prepare and serve an international luncheon for the Meredith faculty.

Meredith Recreation Association (MRA)
The Meredith Recreation Association provides co-curricular recreation activities for the entire college community. Some of these activities include: intramural sports, Cornhuskin', STUNT, Little Friends Weekend, aerobics, and Explorers. Persons interested in working on the Executive Board of MRA are encouraged to contact an MRA officer or attend an MRA meeting. Every student is a member of MRA.

Residence Hall Board (RHB)
The Residence Hall Board is composed of an executive committee and all resident assistants. Residence directors attend as resource persons and serve as advisers to each residence hall council. The executive committee consists of the chair of the board, the vice-chair, the secretary, the treasurer, and the seven residence hall presidents. RHB assists the residence life staff in the creation of a positive living experience and environment for all resident students through governance, programming and community development.

WINGS
WINGS, Women in New Goal Settings, is an organization of and for Meredith students who may feel that their situation and needs are similar to those of WINGS members. It was formally chartered in March of 1983. WINGS provides support, information, and fellowship to these Meredith students and makes their special needs known. Meetings are usually held each month; dates and locations are posted on the WINGS bulletin board located on the second floor of Cate Center near.

Campus Clubs, Service Organizations, and Honor Societies

Clubs
Meredith College offers a wide variety of clubs, service organizations, and honor societies for students. Membership in some of these clubs is open to all interested students. In others, it is restricted to those students who take certain subjects or meet particular requirements.

Accounting Association
•
Alpha Delta Mu
•
Alpha Mu Gamma
•
American Society of Interior Designers
•
Alpha Lambda Delta
•
Alpha Psi Omega
•
Angels for the Environment
•
Astrotekton Service Club
•
Barber Science Club
•

Beta Beta Beta

•

Canaday Math & Computer Science Club

•

College Democrats

•

College Republicans

•

Collegiate Music Educators National Conference

•

Colton English Club

•

Die Reblaus (German Club)

•

Delta Mu Delta

•

Eagle Forum Collegians

•

Extra Theatre Club

•

Foods & Nutrition Club

•

History & Politics Club

•

Italian Club

•

Jr. Woman's Club

•

Kappa Nu Sigma

•

Kappa Omicron Nu

•

La Tertulia Spanish Club

•

Law and Justice Careers Forum

•

Latter-Day Saint Student Association

•

Le Cercle Francais

•

Mae Grimmer Granddaughters' Club

•

Meredith Association for the Education of Young Children

•

Meredith College Association of Family and Consumer Science

•

Meredith Health Association

•

Meredith Merchandising Majors

•

Meredith Video Club

•

North Carolina Student Legislature

•

Phi Alpha Theta

•

Phi Lambda Upsilon

•

Philaretian Service Society

•

Pi Delta Phi

•

Pi Kappa Lambda

•

Pi Mu Epsilon

•

Pi Sigma Epsilon

•

Psi Chi

•

Psychology Club

•

Social Work Club

•

Society for Human Resource Management

•

Sociology Club

•

Sigma Alpha Iota

•

Sigma Delta Pi

•

Silver Shield

•

Student Business Advisory Board
•
Student Foundation
•
Student NC Association of Educators
•
Students in Free Enterprise
•
Tomorrow's Business Women
•
Watkins Communication Club

Refer to the Student Activities Calendar for a description of the clubs and list of contact persons.

Publications and Boards

The Acorn

The Acorn is the student literary magazine and includes creative poetry, prose, and art. Published annually and distributed free of charge, *The Acorn* accepts submissions from students as well as from the faculty and staff; work is juried, and only the strongest entries are published.

The Meredith Herald

The *Meredith Herald*, the weekly student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. It is the medium that allows for total campus involvement through news coverage, letters to the editor, editorials, features, cartoons, or special columns. As readers and as contributors, all members of the Meredith community have both the privilege and the responsibility to contribute to the success of the paper.

Oak Leaves

The college yearbook, *Oak Leaves*, strives to capture the best memories of each year at Meredith. College studies, community living, and activities are portrayed throughout the book. The *Oak Leaves* shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year.

Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Students who are not full-time both semesters may pay for a yearbook. Seniors are responsible for having yearbooks mailed to them the fall semester following graduation, or for picking them up at the College before the fall semester ends.

Photographers are scheduled by the yearbook staff to photograph students, but it is the student's responsibility to make an appointment, have the appropriate photograph made, and provide any additional information needed.

Boards and Councils

Class Council
Interfaith Council
Publications Board
Service Council

Food & Fun Guide to Greater Raleigh

For further information, please see the Raleigh phone book.

Restaurants

Varied Cuisine

Applebee's	Hillsborough St.
Darryl's	Hillsborough St.
Red, Hot and Blue *(barbecue)*	Cary, N.C.
T.K. Tripp's	Ridgewood Shopping Center, Wade Ave
Chili's *(southwestern)*	Cary, N.C.; Glenwood Ave.
Ragazzi's *(Italian)*	Glenwood Ave., Old Wake Forest Rd.
Amedeo's *(Italian)*	Western Blvd.
Farmer's Market Restaurant	Farmer's Market
42nd Street Oyster Bar and Seafood Grill	West Jones St.
Kanki Japanese House of Steaks	Crabtree Valley Mall, Old Wake Forest Rd.
Clarence Fosters	Cameron Village Mall
The Village Deli	Cameron Village Mall
Second City Grill	Cameron Village Mall
The Black Dog Cafe	Moore Square
Char-Grill	Hillsborough St.; Olde Raleigh Shopping Center
Crowley's	Olde Raleigh Shopping Center; Dixie Trail
Angus Barn	Glenwood Ave.
Carver's Creek	Capital Blvd.
The Melting Pot	Wake Forest Rd.
It's Prime Only Steak House	Edward's Mill Rd.
Simpson's	Creedmoor Rd.
Margaux's	Creedmoor Rd.
Lucky 32	Spring Forest Rd.
Winston's Grille	Falls Of the Neuse Rd.

Pizza

Gumby's *(delivery)*	836-1555
Papa John's *(delivery)*	834-7272
Pizza Hut *(delivery)*	833-1213
Domino's *(delivery)*	851-6191
Brother's	Hillsborough St.
Two Guys	Hillsborough St.
Lilly's *(delivery)*	833-0226
Pizza Inn	782-7084
Capital Creations *(delivery)*	782-7080

Coffee Shops

Cup-A-Joe's	Hillsborough St., Mission Valley Shopping Center
The Third Place	Glenwood Ave.
Caribou Coffee	Hillsborough St.; Fairview Rd.
Starbuck's	Hillsborough St.

Ice Cream

Dairy Queen	Western Blvd.
Cream & Bean	Hillsborough St.
Baskin Robbins	Cameron Village; Glenwood Ave

Bagels

Bruegger's	Mission Valley Shopping Center; Hillsborough St.
Manhattan Bagel	Hillsborough St.

Copies

Kinko's Copies	Hillsborough St.; Glenwood Ave

Movie Theaters

Blue Ridge Cinemas	Blue Ridge Rd.
Pleasant Valley Cinemas	Off Glenwood Ave., near WalMart
Mission Valley Cinemas	Mission Valley Shopping Center
Carmike Cinemas	Cary, N.C.
Raleighwood Cinema and Grill	Falls of the Neuse Rd.
Movie on the Lawn	N.C. Museum of Art
The Rialto	Glenwood Ave.

Sports

College and University Sporting Events

NCSU	(919) 515-2101
UNC Chapel Hill	(919) 962-2296
Duke	(919) 681-2583
Raleigh Ice Caps *(Ice Hockey)*	(919) 755-0022
Raleigh Flyers *(Soccer)*	(919) 890-6026
Carolina Mudcats *(Baseball)*	(919) 269-2287
Durham Bulls *(Baseball)*	(919) 688-8211

Parks and Recreation

Raleigh Parks and Recreation	(919) 831-6640
Wake County Parks and Recreation	(919) 856-6670
Cary Town Parks	(919) 469-4061
N.C. State Parks and Recreation	(919) 733-7275

William B. Umstead State Park

Falls Lake

Lake Jordan

Fred G. Bond Park in Cary, N.C.

Lake Johnson Park

Shelley Lake Sertoma Park

Shopping Centers

Crossroads Plaza	Cary, N.C.
Crabtree Valley Mall	Glenwood Ave.
North Hills Mall	Six Forks Rd.
Cameron Village	Oberlin Rd.
Cary Towne Center	Cary, N.C.
Pleasant Valley Shopping Center	Glenwood Ave.
City Market	Moore Square, Downtown
South Hills Mall	Cary, N.C.

Museums

N.C. Museum of Art	Blue Ridge Rd.
N.C. Museum of History	Downtown
N.C. Museum of Life and Science	Durham, N.C.
N.C. Museum of Natural Science	Downtown

Other Attractions

Putt Putt Miniature Golf and Games

Western Lanes Bowling Alley

Cary Ice House *(Ice Skating)*

Memorial Auditorium *(Concerts, Plays, Musicals)*

Hardee's Walnut Creek Ampitheater *(Concerts)*

Civic Center *(Conferences, Special Shows and Events)*

Fairgrounds and Dorton Arena (Flea Market, Special Shows and Events, N.C. State Fair)

Artspace

Raleigh Little Theater and Rose Garden

Theater in the Park

Pullen Park

Thompson Theater at NCSU

NCSU Arboretum

N.C. State Capitol and Legislative Bldg.

Other Local Colleges and Universities

Duke University	(919) 684-3737
North Carolina Central University	(919) 560-6303
North Carolina State University	(919) 515-2101
Peace College	(919) 508-2000
Shaw University	(919) 546-8200
Saint Mary's College	(919) 828-2521
St. Augustine's College	(919) 516-4000
UNC Chapel Hill	(919) 966-4045

Constitution of the Student Government Association

Preamble

We, the students of Meredith College, organized as the Student Government Association, desiring to improve the college for present and future students, faculty, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

Article I - Name.

The Association shall be called the Student Government Association of Meredith College.

Article II - Purpose.

The purpose of this Association shall be to ensure, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison among students, alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

Article III - Authority.

The students have freedom in shaping the policies and regulations for student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the President of the College under authorization by the Board of Trustees.

Article IV - Membership and Responsibility.

Section 1. Membership.

Upon registration at Meredith, all students working toward a degree shall become members of the Student Government Association.

Section 2. Responsibility.

Each student upon coming to Meredith accepts college citizenship involving self-government under the Honor Code, which, as defined by the Student Government Association, means that:

A. Each student is expected to be honest and truthful at all times.

B. Each student is personally responsible for her own conduct, for her obligation to the college community, and for informing herself of and abiding by the college regulations. If a student breaks a regulation, she is expected to correct her offense by reporting herself to the proper authority: in an academic matter, to the instructor concerned; and in a student government matter, to the solicitor general of the Honor Council.

C. Each student is responsible for seeing that the Honor Code is carried out at all times. If she is aware of a violation by another student, she should call this matter to the attention of that student as a violation of her responsibility to the community.

Section 3. Statement of Responsibilities.

Early in her first semester each student shall sign the Meredith College Statement of Honor concerning her responsibilities as a member of the Student Government Association.

Article V - Organization.

There shall be a SGA Executive Committee, a Senate, an Honor Council, a Student Life Committee, an Elections Board, an Association of Meredith Commuters, a Residence Hall Board, and Women in New Goal Settings.

Article VI - Officers and Their Duties.

Section 1. Officers.

The officers of the association shall consist of a president, vice-president, a secretary, a treasurer, a member-at-large, the Honor Council chair, the Student Life Committee chair, the Elections Board chair, the Residence Hall Board chair, the Association of Meredith

Commuters president, and the Women In New Goal Settings president.

Section 2. Selection Committee.

It shall be the function of the selection committee to select through an application/interview process all student government offices not filled during campus-wide elections and all student representatives to Meredith College committees. The selection committee shall be comprised of the current Student Government Association president, the newly elected Student Government Association president, the current Student Government Association vice president, the person who currently holds the office being appointed and the Student Government Association Executive Committee adviser.

Section 3. Duties of the Officers.

A. President

It shall be the duty of the president to preside over all meetings of the association, to preside over all meetings of the SGA Executive Committee, to attend meetings of the Board of Trustees upon invitation, to attend meetings of the faculty upon invitation, to review the minutes of the college committees, to appoint a parliamentarian if she so chooses, and to perform other duties that may fall upon her as president of the association.

B. Vice President/Senate Chair.

It shall be the duty of the vice president to preside over all meetings of the Senate, to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Committee in the absence of the president, and to assume all other powers and duties delegated by the president of the association. A vacancy which occurs in the office of the president shall be filled by the vice president.

C. Secretary.

It shall be the duty of the secretary to record and distribute minutes to members of the executive committee, the adviser of the committee, the vice president for student development, and the president of the College. The secretary also shall maintain a file of minutes from all branches in the SGA Office. The secretary shall also be responsible for all correspondence of the executive committee. The secretary shall be responsible for receiving minutes from student representatives on faculty committees. The secretary shall perform other duties as necessary.

D. Treasurer.

It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the association except those SGA branches which have their own designated treasurers, to submit the records to the director of student activities and leadership development for an annual audit, and to perform other duties as necessary.

E. SGA Member-at-Large.

It shall be the duty of the member-at-large to submit articles to the *Meredith Herald* when deemed necessary by the executive committee and to perform other duties as necessary. She shall be appointed from the freshman class at the beginning of the fall semester.

F. Honor Council Chair.

It shall be the duty of the Honor Council chair to preside over all meetings of the Honor Council and to perform other duties as necessary.

G. Student Life Committee Chair.

It shall be the duty of the Student Life chair to preside over all meetings of the Student Life Committee and to perform other duties as necessary.

H. Elections Board Chair.

It shall be the duty of the Elections Board chair to preside over all meetings of the Elections Board and to perform other duties as necessary.

I. Residence Hall Board Chair.

It shall be the duty of the Residence Hall Board chair to preside over all meetings of the Residence Hall Board, to represent resident students, and to perform other duties as necessary.

J. Association of Meredith Commuters President.

It shall be the duty of the Association of Meredith Commuters president to preside over all meetings of the commuter students, to represent commuter students, and to perform other duties as necessary.

K. Women In New Goal Settings President.

It shall be the duty of the Women in New Goal Settings president to preside over all meetings of the re-entry students, to represent re-entry students, and to perform other duties as necessary.

Article VII - Student Representatives to College Committees.

Section 1. Selections.

Students shall be recommended to the academic dean to be appointed to the following college committees: Admissions, Convocation, Curriculum, Honors, Instruction, International Studies, Library, and Teacher Education. Recommendations shall be made by the selection committee in consultation with the academic dean during the latter part of the spring semester.

Section 2. Duties.

It shall be the duty of all student representatives to attend all meetings of their respective committees and to send the minutes to the SGA secretary within one week of the meeting.

Article VIII - Student Government Executive Committee.

SECTION 1. FUNCTION.

A. It shall be the function of the executive committee to serve as the executive branch of the association. The executive committee shall put into effect such changes in the constitution and the regulations of the association, in consultation with the individual branches, as have been approved by Senate, the vice president for student development, and the president of the College.

B. It shall be the function of the executive committee to act as the coordinating body by keeping itself informed of legislative proposals and judicial decisions. The executive committee shall receive and investigate grievances, discuss problems arising within the association, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.

C. It shall be the function of the executive committee to educate the student body concerning the form, function, and regulations of the Student Government Association.

D. If deemed necessary, upon request from the president/chair or adviser of an organization, it will be the function of the SGA Executive Committee to require the holder of any campus office who has not performed her duties as outlined in her constitution or job description to withdraw from that elected campus office. The SGA Executive Committee may call a hearing while considering a matter of this nature. When voting on a matter of this nature, the Executive Committee must have a quorum, and the vote must be unanimous.

SECTION 2. MEMBERSHIP.

The SGA Executive Committee shall consist of the SGA president, SGA vice president, SGA secretary, SGA treasurer, SGA member-at-large, Honor Council chair, Student Life chair, Elections Board chair, Residence Hall Board chair, Association of Meredith Commuters president, and Women In New Goal Settings president.

SECTION 3. MEETINGS.

The executive committee shall meet regularly to consider the business of that body. During the year there may be joint meetings with any branch of the association as a place where the executive committee can go to obtain more student input as the need arises.

SECTION 4. QUORUM.

Two-thirds of the members of the executive committee shall constitute a quorum.

SECTION 5. ADVISER.

The director of student activities and leadership development shall serve as adviser.

Article IX - Amendments.

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Committee. Amendments must be approved by a two-thirds majority vote of the SGA Executive Committee, a two-thirds majority vote of the Senate, and approval by the vice president for student development and the president of the College.

Article X - Senate.

SECTION 1. NAME.

The name of this organization shall be Senate.

SECTION 2. PURPOSE.

It shall be the purpose of the Senate to recommend changes in the constitution and in the regulations of the Student Government Association, to review present and proposed organizational constitutions, to propose legislation/regulation changes, and to approve or reject any legislation/regulation change.

SECTION 3. FUNCTION.

A. It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the Student Government Association.

B. It shall be the function of the Senate to review organizational constitutions and to receive proposals of new organizations. Organization constitution proposals and changes will undergo two readings by the Senate. These readings should take place within two consecutive meetings of the Senate unless given prior approval by the Senate chair. Passage of any constitution proposals or changes requires a quorum vote.

C. It shall be the function of the Senate to consider legislation/regulation changes and organizational constitution changes proposed to the Senate by:

a. a senator,
b. the SGA Executive Committee, or
c. any student.

After passage by the Senate, legislation/regulation changes and constitution changes will be referred to the SGA Executive Committee and then to the appropriate college vice president for approval.

D. It shall be the function of the Senate to require a meeting of the Student Government Association when deemed necessary.

E. It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Committee.

F. It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (where a minimum of 25% of the student body constitutes a quorum and where a two-third majority can override a Senate's refusal of a legislative proposal). If the refusal is overridden by the student body, the proposal must be referred to the SGA Executive Committee and then to the appropriate college vice president for approval.

G. It shall be the function of the Senate to revoke any constitution of an organization which has not been active for three years or more or of an organization which violates Meredith's policies as stated in the student handbook. Senate may call a hearing while considering whether or not to revoke any organization's constitution. If the offense violates the Honor Code, the hearing will take place in Honor Council.

SECTION 4. MEMBERSHIP.

A. Voting Members

Three senators elected from each class by the class, two AMC senators elected by the Association of Meredith Commuters, two WINGS representatives elected by WINGS, and one faculty representative who shall be appointed for a two-year term by the dean of the college.

B. Non-Voting Members.

The chair (who shall vote only in case of a tie), the secretary, and the director of student activities and leadership development or her designee, who shall serve as an adviser. The adviser may not be one of the vice presidents or deans of the College.

SECTION 5. DUTIES OF THE OFFICERS.

A. Chair

It shall be the duty of the chair of the Senate to serve as executive vice president of the Student Government Association; to preside over all meetings of Senate; to serve as a non-voting member and to vote in the case of a tie; to call any meetings she may deem necessary; to appoint committees as needed so that all senators share equal responsibility; to sign all approved constitutions; and to file all new and old constitutions in the Office of Student Activities and Leadership Development.

B. Secretary

It shall be the duty of the secretary to record the proceedings of the meetings of the Senate and to submit these minutes to all members of the Senate, the SGA president, the SGA secretary, the director of student activities and leadership development, and to the vice president for student development; to serve as a non-voting member; to record changes concerning the student handbook and to forward those changes to the SGA Executive Committee and the vice president for student development. The Senate secretary shall be appointed by the SGA Selection Committee. The selection shall be made from the rising sophomore, junior, or senior classes through an application/interview process. The secretary shall also be in charge of appointing a senator to submit an article to the Meredith Herald when deemed necessary by the majority of the Senate.

SECTION 6. DUTIES OF THE MEMBERS.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Senate.

B. It shall be the duty of each member to serve on subcommittees appointed by the chair.

C. It shall be the duty of each member to communicate the activities of Senate with her constituents at their meetings.

SECTION 7. ATTENDANCE.

Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, she will be relieved of her position by a letter from the Senate chair. This attendance policy shall apply only to regularly scheduled meetings.

SECTION 8. MEETINGS.

The Senate shall meet on the first and third Tuesday of each month. The Senate shall hold special meetings when deemed necessary by the chair.

SECTION 9. QUORUM.

Two-thirds of the voting members shall constitute a quorum.

SECTION 10. APPOINTMENTS

Unfulfilled Senate positions will be filled through an application/interview process by the appropriate class (for class representatives) and by AMC (for AMC representatives, and by WINGS (for WINGS representatives). Senate chair and secretary positions will be filled by appointments of the SGA Selection Committee.

Article XI - Honor Council

SECTION 1. NAME.

The name of this organization shall be Honor Council.

SECTION 2. PURPOSE.

The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

SECTION 3. FUNCTION.

A. It shall be the function of the Honor Council to operate under the premise that the accused is innocent until proven guilty through clear and convincing evidence.

B. It shall be the function of the Honor Council to render a verdict and to impose penalties which may withdraw privileges from any member of the association who has violated the Honor Code. The penalties of suspension and expulsion shall be subject to the approval of the president of the College.

C. It shall be the function of the Honor Council to request that any member of the Student Government Association appear before the board at the hearing of a case to give pertinent information. These witnesses shall have no vote.

D. It shall be the function of the Honor Council, upon unanimous vote of the Quorum Bench, to require the holder of any campus office who has been convicted of an Honor Council offense to withdraw from that office.

SECTION 4. MEMBERSHIP OF HONOR COUNCIL.

A. Voting Members.
Two representatives elected from the freshman, sophomore, junior, and senior classes; two representatives elected from the traditional age commuter student population to hear cases involving commuter students; two representatives elected from WINGS to hear cases involving WINGS students; and four faculty members appointed for two-year, overlapping terms by the academic dean.

B. Non-voting Members.
Chair (who will cast the deciding vote in the event of a tie), support counselor, solicitor general, secretary, and the dean of students who shall serve as the administrative adviser. If the dean chooses to appoint a designee, the designee will work closely with the dean of students and will attend all meetings of Honor Council. If appointed, the designee shall serve as the adviser for the whole year.

C. The minimum number of board members present at any hearing will be ten and will constitute a quorum. These shall include the chair, the secretary, the solicitor general, and support counselor, and the adviser as non-voting members, and five voting members comprised of four student representatives and one faculty member, all to be scheduled for rotating duty by the chair.

SECTION 5. DUTIES OF THE OFFICERS.

A. Chair.
It shall be the duty of the chair to preside over all meetings, to serve as a non-voting member and to call necessary meetings of the board. The chair shall meet with the adviser on a regular basis. She shall serve as a member of the SGA Executive Committee and the Review Board. If the chair is unable to be at a meeting, she shall appoint, after consultation with the adviser, the voting member to preside over the meeting in her absence.

B. Secretary.
It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. The secretary shall also submit written decisions of the council to the adviser and administrative adviser, the vice president for student development, the solicitor general, the support counselor, and the chair. The secretary assists with all Honor Council correspondence and the distribution of council minutes. The secretary shall inform the council members of upcoming cases.

C. Solicitor General.
It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to prosecute, to formulate charges after consultation with the adviser (if need be), to prosecute charges, and to inform the accused of her rights upon the reception of the complaint.

D. Support Counselor.
It shall be the duty of the support counselor to obtain and handle facts of the accused's case after notification by the solicitor general that a summons has been served; to make available to the solicitor general the facts, evidence, testimony, and names of witnesses in order to create an accurate and balanced presentation; and to support the accused in the trial and in meetings with the solicitor general as she collects testimony.

E. It shall be the duty of the current officers in consultation with the adviser to fill any vacancies which should occur.

SECTION 6. APPOINTMENT COMMITTEE.
It shall be the function of the appointment committee to select through application process the solicitor general, support counselor, and the secretary. The committee shall be comprised of the current chair, the newly elected chair, the current solicitor general, the current support counselor, and the adviser. Appointments shall be made during the week following campus-wide elections.

SECTION 7. MEETINGS.
The Honor Council shall meet regularly to consider the business of that body. When a case is being considered, the Honor Council shall meet to hear and evaluate the evidence, render a verdict, and impose a penalty if

merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor Council composed of the new or retiring chair or her designee, one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer residence director, and the adviser shall hear cases occurring after the final day of classes of the spring semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

Section 8. Review Board.

A. Appeals from Honor Council.
From any determination of a violation and imposition of a penalty by the Honor Council, with the exception of cases involving automatic penalties, the student charged may appeal to the Review Board.

B. Membership and Organization.
The Review Board consists of five students elected annually by the student body during campus-wide elections and two faculty members appointed for three-year, overlapping terms, all scheduled for rotating duty by the chair. The Honor Council chair or her designee shall serve as a non-voting member; the vice president for student development shall serve as a non-voting member and as the adviser. A chair and secretary shall be selected from among the student members through an interview process with a committee comprised of the Honor Council chair, solicitor general, support counselor, and the adviser. Any vacancies in the board shall be filled through the appointment and interview committee process. The actual number of Review Board members present at any appeals hearing may be nine. The Honor Council chair and the adviser shall serve as non-voting members.

C. Quorum.
Three student members, one faculty member, the vice president for student development, the Honor Council chair or her designee, the solicitor general, and the support counselor shall constitute a quorum bench of the Review Board.

Article XII - Student Life Committee.

Section 1. Name.

The name of this organization shall be the Student Life Committee.

Section 2. Purpose.

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

Section 3. Function.

A. It shall be the function of the Student Life Committee to serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life.

B. It shall be the function of the Student Life Committee to create focus groups and/or subcommittees composed of members of the Meredith community that will study issues related to student life.

C. It shall be the function of the Student Life Committee to promote, aid, and/or conduct any research and planning necessary to meet the changing needs of the Meredith community.

D. It shall be the function of the Student Life Committee to originate legislation and/or regulation change which will require approval of the Senate. It shall be the function of the Student Life Committee to originate amendments to the SGA Constitution in the form of legislation that will require Senate approval.

E. It shall be the function of the Student Life Committee to operate the SGA suggestion boxes.

Section 4. Membership.

A. Voting Members.
Three Student Life members elected from each class by the class; one international student elected by MIA to represent international students; one student elected by ABA to represent the members of ABA; one commuter student elected by AMC to represent commuter students; one re-entry student elected by WINGS to represent re-entry students; one residence director appointed to serve for a two-year term by the director of residence life; one faculty member appointed to serve for a two-year term by the dean of the college. The international, African-American, commuter, and re-entry representatives may not be the officers of their electing organizations.

B. Non-voting Members.
The chairperson of the Student Life Committee (who shall vote in the case of a tie); the secretary; and the adviser shall serve as non-voting members.

Section 5. Duties of Members.

A. It shall be the duty of each member to serve as a liaison between her constituents and the Student Life Committee.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which he or she is appointed by the chair.

SECTION 6. OFFICERS.

A. The officers of the organization shall consist of a chair and a secretary.

B. The chair shall be elected from the rising junior or senior class. The secretary shall be appointed by the SGA Selection Committee.

SECTION 7. DUTIES OF OFFICERS.

A. Chair.
It shall be the duty of the chair of the Student Life Committee to preside over all meetings of the Student Life Committee; to seek information and clarification on procedure and policy that is related to Student Life Committee business; to present all necessary information to the members; to submit end-of-semester reports to the Office of Student Activities and Leadership Development; to call any meetings she may deem necessary; to appoint and oversee all subcommittees; to serve as an active member of and to attend all meetings of the SGA Executive Committee; to serve on the President's Review Board; to check the SGA suggestion boxes and to, with the aid of the Student Life Committee, direct concerns to the appropriate campus body; to serve as parliamentarian at meetings; and to meet twice a month with the adviser of the Student Life Committee. In the event of her absence, she shall appoint the secretary of the Student Life Committee to serve as chair for that meeting.

B. Secretary.
It shall be the duty of the secretary to record and distribute minutes to all Student Life members, the SGA president, the Senate chair, the SGA secretary, the president of the College, the vice president for student development, and the vice president of business and finance and the director of student activities and leadership development; to assist the chair in corresponding with students, faculty, staff, and administrators; to assist the chair in Student Life Committee matters; to preside at the meetings in the event of the chair's absence; to publicize all Student Life Committee meetings and events to the Meredith Community; to submit articles to the Meredith Herald when the organization deems it necessary; to coordinate any publicity deemed necessary by the committee; and to record all changes concerning the Student Handbook and forward those changes to the dean of students.

SECTION 8. ADVISER.

The adviser of the Student Life Committee shall be a faculty or staff member appointed to serve for a two-year term by the dean of the college and the vice president for student development. The adviser may not be one of the vice presidents or deans of the college. The adviser shall advise the committee on procedure and shall serve to provide information and guidance to the members and the chair. The adviser shall meet twice a month with the chair of the Student Life Committee.

SECTION 9. AD-HOC SUBCOMMITTEES.

Ad-hoc subcommittees may be appointed at the discretion of the chair to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chair to serve on special subcommittees.

SECTION 10. LEGISLATION/REGULATION AUTHORITY.

A. Legislation/Regulation.
Legislation is any change in the SGA constitution. Regulations are any guidelines or rules not in the SGA constitution. Legislation/regulation change may be proposed to the Student Life Committee by

a. a member of the Student Life Committee;
b. a subcommittee of the Student Life committee;
c. any member of the Meredith community.

The Student Life Committee will study the proposed change. The Student Life Committee will propose the legislation/regulation change to Senate, where the legislation/regulation change will be either approved or rejected.

B. Non-Regulatory Recommendations.
The Student Life Committee may make recommendations concerning campus affairs and concerns to any campus body that requests its input.

SECTION 11. MEETINGS.

A. Regular Meetings.
The Student Life Committee shall meet on the second and fourth Tuesday of each month at 5:30 p.m.

B. Special Meetings.
Special meetings may be called by the chair, a Meredith student, faculty member, staff member, or administrator. The request must be written and given to the chair at least two days prior to the date of the meeting.

C. Regular Attendance.
Each Student Life member will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, she will automatically be relieved of her position on Student Life by a letter from the chair. This

attendance policy shall apply to regularly scheduled meetings and Student Life Committee sponsored functions. Exceptions to the attendance policy may be made at the discretion of the chair.

D. Special Attendance.

1. Any member of the Meredith community may attend any meeting of the Student Life Committee except in rare cases when the chair deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chair at least two days before the meeting so that he or she may be added to the agenda.
2. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrators when appropriate to the agenda.

E. Quorum.

Two-thirds of the entire membership shall constitute a quorum.

Article XIII - Elections Board

SECTION 1. NAME.

The name of this organization shall be Elections Board.

SECTION 2. PURPOSE

The purpose of the Elections Board shall be to supervise and promote all class and campus elections.

SECTION 3. FUNCTION.

A. It shall be the function of the Elections Board to hold elections for the freshman class and upperclass residence hall presidents in the fall, campus-wide and class elections in the spring, and any other special elections requested by the SGA Executive Committee, in accordance with the By-Laws for the Elections Systems.

B. It shall be the function of the Elections Board to maintain current and accurate information on all elected positions and election procedures.

C. It shall be the duty of the Elections Board to investigate and rule on any election contestation, in accordance with the By-Laws for the Elections System.

SECTION 4. ORGANIZATION.

A. Membership.

The board shall be composed of a chair elected by the student body, three student representatives selected by each class, two representatives selected by WINGS, and two representatives selected by AMC. A secretary shall be appointed by the SGA Selection Committee. The director of student activities and leadership development or her designee shall serve as adviser.

B. Officers.

The officers of the Elections Board shall consist of the chair and the secretary.

C. Duties of the Officers.

1. Chair.

It shall be the duty of the chair to preside over all meetings of the Elections Board, to attend all meetings of the SGA Executive Committee, and to report all activities of the Elections Board to the SGA Executive Committee.

2. Secretary.

It shall be the duty of the secretary to record minutes for every meeting and distribute them to all members, the director of student activities and leadership development, the vice president for student development, the SGA president, and the Elections Board adviser; and perform any other duties as requested by the chair.

3. Adviser

It shall be the function of the Elections Board adviser to check the eligibility of candidates with the Office of the Registrar and the chair of the Honor Council. It shall be the duty of the Elections Board adviser to check the academic and probationary status of every person holding an elected office after each semester.

SECTION 5. MEETINGS.

The chair of the Elections Board shall hold monthly meetings and call any other meetings when necessary.

Article XIV - Residence Hall Board

SECTION 1. NAME.

The name of this organization shall be Residence Hall Board.

SECTION 2. PURPOSE.

The purpose of this organization shall be to provide a living and learning environment in the residence halls where each student is able to develop as a well-rounded individual and as a contributing member of the community. The Residence Hall Board strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. The board is committed to serving the total educational experience of individual students by providing a climate for the exchange of ideas, and an atmosphere for broadening intellectual activity, and a setting for the interaction of women.

SECTION 3. FUNCTION.

A. It shall be the function of Residence Hall Board to provide a structure for the governance of resi-

dence halls and for planning and implementing creative programming and events.

B. It shall be the function of Residence Hall Board to provide opportunity for staff and residence hall student leadership.

C. It shall be the function of Residence Hall Board to discuss residence hall problems, policies and procedures.

D. It shall be the function of Residence Hall Board to assess student needs and provide leadership in meeting those needs within the residence hall environment.

E. It shall be the function of Residence Hall Board to encourage campus involvement and residence hall unity.

F. It shall be the function of Residence Hall Board to support and uphold the Meredith College Honor System.

SECTION 4. MEMBERSHIP.

A. Voting Members.
The board shall consist of the seven residence hall presidents and the resident assistants.

B. Non-Voting Members.
The chair (who shall vote in the case of a tie); the vice-chair; the secretary; the treasurer; the director of residence life or her designee who shall serve as adviser; and the residence directors who shall attend as resource persons.

SECTION 5. ORGANIZATION.

There shall be a Residence Hall Board Executive Committee and a Residence Hall Full Board. Residence Hall Board Executive Committee is comprised of chair, a vice-chair, a secretary, a treasurer, and seven residence hall presidents. The RHB executive committee is advised by the director of residence life or her designee.

Residence Hall Full Board is comprised of the RHB Executive Committee, resident assistants, residence directors, and the director of residence life.

SECTION 6. SELECTIONS OF OFFICERS/MEMBERSHIP.

A. Officers.
The officers of Residence Hall Board shall consist of a chair, a vice-chair, a secretary, and a treasurer. The chair shall be elected by campus-wide vote; the vice-chair, secretary, and treasurer shall be selected by application and interview. Residence hall presidents will be elected in the spring campus elections.

B. Resident Assistants.
Resident assistants are selected and hired through an application/interview process conducted by the Office of Residence Life. Resident assistants are supervised by residence directors and are paid by the College for the administration of their duties as defined in the Resident Assistant Job Description.

C. Adviser.
The adviser of the Residence Hall Board shall be the director of residence life or her designee and shall serve as a non-voting member.

SECTION 7. DUTIES OF MEMBERS.

A. Chair.
It shall be the duty of the chair to preside over all meetings of the executive committee and the full board; to serve as a non-voting member except in the case of a tie; to call any meetings she may deem necessary; to appoint (following the application/ interview process and counsel with the adviser) the vice-chair, the secretary, and the treasurer; and to appoint committees as needed. She shall serve as a member of the SGA Executive Committee and shall report all RHB activities at SGA meetings. She (or her designee) shall serve as a member of the Programming Board and the Service Council. She, along with the executive committee, shall plan and preside over the meetings of the full board on the last Monday night of each month.

B. Vice-Chair.
It shall be the duty of the vice-chair to preside over all meetings of the executive committee and the full board in the absence of the chair; to serve as a non-voting member except in the case of a tie when the chair is absent; and to perform all other duties when the chair is absent. The vice-chair shall be directly responsible for the resource room. The vice-chair shall also be responsible for any duties delegated to her by the chair. A vacancy which occurs in the office of the chair shall be filled by the vice-chair.

C. Secretary.
It shall be the duty of the secretary to record the proceedings and decisions of the executive committee and of any RHB business session; to properly distribute the executive committee's minutes to each committee member as well as the vice president for student development, the director of student activities and leadership development, the director of residence life, the dean of students, the SGA president, and SGA secretary. The secretary shall serve as a non-voting member and shall be responsible for any other duties delegated to her by the chair.

D. Treasurer.
It shall be the duty of the treasurer to manage the budget of RHB, to allocate money to the members of RHB in accordance with the budget, to meet

monthly with the director of student activities and leadership development, to balance RHB's account, to update monthly the balance of each individual resident assistant, to receive purchase order requests and have those requests approved by the director of student activities and leadership development, to receive requests for work to be done in Central Printing, and to monitor RHB's Central Printing account. It shall also be the treasurer's duty to submit a bi-annual financial report to director of student activities, to serve as a non-voting member, to work closely with the SGA treasurer, and to be responsible for any other duties delegated to her by the chair.

E. Residence Hall Presidents.
It shall be the duty of the residence hall president to exhibit a strong leadership role in her residence hall, to be a liaison between the resident assistants in her residence hall and the RHB Executive Staff, to coordinate fire drills, to coordinate Open House, and to grant special permission for men to carry heavy items to or from a student's room in the event of the student's not being able to get permission from the RD. All residence hall presidents will formulate a resident student programming committee to plan activities for the entire resident student population throughout the year. The freshman residence hall presidents will organize and facilitate activities for their residence halls throughout the year depending on the needs of the women in their residence halls.

F. Resident Assistants.
It shall be the duty of the resident assistant to serve as the liaison between her respective hall and RHB; to assist with residence hall activities; to perform duties outlined in the resident assistant job description and manual; and to maintain a close working relationship with her residence director and residence hall president.

Section 8. Meetings.

A. Residence Hall Full Board.

1. The Residence Hall Full Board shall meet monthly to consider the business of the board. This meeting shall be held in conjunction with the regularly scheduled 5:30 p.m. residence life staff meeting. This meeting shall be planned and facilitated by the executive committee under the leadership of the chair and shall be a forum for ideas, problems and information exchange and may include a time for fellowship. The chair may call a full board meeting with the consultation of the director of residence life.

2. Two-thirds of the voting members of RHB shall constitute a quorum of the full board.

B. Residence Hall Board Executive Committee.

1. The Residence Hall Board Executive Committee shall hold regular meetings twice a month at a regularly scheduled time. The executive committee may be called into session whenever deemed necessary by the chair.

2. Executive members shall be permitted one excused absence per semester. More than two unexcused absences shall result in the automatic termination of her position. Vacancies shall be filled by appointment by the chair following the application/interview process and in consultation with the adviser. The attendance policy shall apply only to regularly scheduled executive committee meetings. When a member is absent, she shall provide a substitute (without a vote) to represent her residence hall.

3. All RHB Executive Committee members shall attend the Monday evening, 5:30 p.m. full board meetings and any other deemed necessary by the chair. The residence hall presidents shall attend the residence hall staff meetings in her respective residence hall. Excessive absences from staff meetings shall be reviewed by the executive committee to determine the need for disciplinary action.

4. Two-thirds of the voting members of the RHB Executive Committee shall constitute a quorum.

Section 9. Amendments.
This constitution may be amended any time deemed necessary by the Residence Hall Board. Any amendments to the constitution requires a quorum vote of the full board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Committee and SGA Senate.

Article XV - Association of Meredith Commuters.

Section 1. Name.
The name of this organization shall be the Association of Meredith Commuters.

Section 2. Purpose.
The purpose of the Association of Meredith commuters shall be to serve as a liaison between the commuter student community and the on-campus community, to build the commuter student community through programmed activities, and to voice student concerns through representation on the Student Government Association Executive Committee.

Section 3. Function.

A. It shall be the function of the Association of Meredith Commuters to provide the opportunity for Meredith's commuter student population to meet on a regular basis to address concerns.

B. It shall be the function of the Association of Meredith Commuters to inform students of campus-wide functions and the association's programmed activities.

C. It shall be the function of the Association of Meredith Commuters to provide activities which serve the needs of the commuters.

D. It shall be the function of the Association of Meredith Commuters to encourage campus involvement and commuter unity.

E. It shall be the function of the Association of Meredith Commuters to instruct, support, and uphold the Meredith College Honor System.

Section 4. Membership.

Membership in the organization is open to all commuter students enrolled at Meredith College.

Section 5. Duties of Members.

A. It shall be the duty of each member to attend association meetings held twice a month.

B. It shall be the duty of each member to raise and address student and campus concerns.

C. It shall be the duty of each member to serve on any subcommittees to which she is appointed by the members of the executive committee.

D. It shall be the duty of each executive member of the Association of Meredith Commuters to attend all executive and association meetings scheduled in the Meredith College calendar. Each member will be allowed two absences per semester for all meetings. Only one of the absences may be unexcused. Additional absences will be cause for review by the executive board and may result in dismissal from office.

Section 6. Officers.

A. The officers of the organization shall consist of a president, vice president, secretary, treasurer, social chairperson, publicity chairperson, two senators, one Student Life Committee representative, and two Honor Council representatives.

B. The president shall be elected from the rising junior or senior classes during campus-wide elections. Following campus-wide elections, the association will elect members to the following positions: the vice president, secretary, treasurer, social chair, publicity chair, one Student Life Committee representative, two senators, two Honor Council representatives, and a freshman commuter assistant.

Section 7. Duties of Officers.

A. President.

It shall be the duty of the president of the Association of Meredith Commuters to preside over meetings of the commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Committee, to serve as an active member of the Programming Board, and to attend meetings with the adviser of the Association of Meredith Commuters. She also shall be responsible for aiding in the orientation of commuter students in the fall and spring and will perform any other duties that may fall upon her as the president of the Association of Meredith Commuters. In the event of her absence, the vice president of the association will preside over AMC meetings.

B. Vice President.

It shall be the duty of the vice president of the Association of Meredith Commuters to preside over meetings of the commuter students in the absence of the president of the association; to appoint committees as needed; to oversee all committees and report committee actions to the association; to reserve speakers when necessary; to attend Programming Board meetings; and to assist the president in all commuter student affairs. A vacancy in the office of the Association of Meredith Commuters president shall be filled by the vice president.

C. Secretary.

It shall be the duty of the secretary of the Association of Meredith Commuters to record the proceedings and decisions of the association and the executive board and to distribute the minutes to the SGA president, SGA secretary, AMC Adviser, director of student activities and leadership development, dean of students, vice president for student development, and other specified individuals within one week or less of the meeting. She shall report association activities and upcoming events to the Meredith Herald. She shall also be responsible for any other correspondence deemed necessary by the association.

D. Treasurer.

It shall be the duty of the treasurer of the Association of Meredith Commuters to keep a strict and permanent account of all receipts of the association; to balance the association's account with the Office of Student Activities at least once per semester; to complete purchase orders or check requests when needed; and to file an end of year financial report with the director of student activities and leadership development.

E. Social Chair.
It shall be the duty of the social chair of the Association of Meredith Commuters to direct a committee which is responsible for planning social events, obtaining refreshments when necessary, and planning the semester luncheons that are sponsored by the Association of Meredith Commuters. She is to report to the vice president on all plans being made by the committee.

F. Publicity Chair.
If shall be the duty of the publicity chair to direct a committee which is responsible for publicizing commuter meetings and other events that the association sponsors. She is to report to the vice president on all plans being made by the committee. In addition, she is to maintain a scrapbook of association events.

G. Senators.
It shall be the duty of the two Senate representatives to attend every Senate meeting and report to the president and association at regular meetings.

H. Student Life Committee Representative.
It shall be the duty of the Student Life Committee representative to attend all Student Life Committee meetings, to voice commuter concerns in those proceedings, and to report to the association at regular meetings.

I. Honor Council Representative.
It shall be the duty of the Honor Council representatives to attend all Honor Council hearings involving traditional-age commuter students and to report to the association as deemed necessary by the representatives.

SECTION 8. ADVISER.
The adviser shall be the Director for Commuter Life or her designee.

SECTION 9. MEETINGS.
There shall be a meeting of the commuter students twice a month and whenever deemed necessary by the president. The SGA Executive Committee may request a special meeting of the association. There shall also be a meeting of the executive board at least once a month and at any other time deemed necessary by the president.

SECTION 10. AMENDMENTS.
Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meeting of the organization. Those students in attendance constitute a quorum. Amendments must be ratified by a two-thirds vote of the attending members. The constitution must be ratified by a two-thirds vote of the attending members of AMC, the Senate, and the SGA Executive Committee.

Article XVI - Women in New Goal Settings.

SECTION 1. NAME.
The name of this organization shall be Women in New Goal Settings, usually known as WINGS.

SECTION 2. PURPOSE.
The purpose of this organization shall be to provide information, fellowship, support, and leadership opportunity for all students at Meredith; to serve as a liaison between the WINGS student and the on-campus community; and to voice WINGS student concerns through representation on the SGA Executive Committee.

SECTION 3. MEMBERSHIP.
Membership shall be open to all Meredith students who may feel that their situation and needs are similar to those of the WINGS student.

SECTION 4. OFFICERS.

A. The elected officers shall be the president, vice president, secretary, treasurer, (2) senators, (2) Honor Council representatives, (1) Student Life representative, and (2) Elections Board representatives.

B. Election of Officers.
The officers shall be elected as follows:

1. The president and vice president shall be elected during campus elections held by the Elections Board. The president and vice president shall be nominated from the WINGS population. In the event these positions are unfilled, the SGA Selection Committee shall proceed with appointments as stated in the By Laws of the SGA Constitution.

2. At the beginning of the spring semester, the WINGS Executive Committee shall appoint a Nominating Committee and chair for the purpose of assembling a slate of nominees for officers except president and vice president.

3. At the beginning of the spring semester, the membership shall be introduced to the Nominating Committee and WINGS students will be encouraged to run for office. Those interested in running must file with the Nominating Committee.

4. The officers shall be elected annually.

5. Election shall be by ballot at the next to last meeting of each school year.

6. The new officers shall take office at the last meeting of the school year.

C. Duties of the Officers.

1. President.
It shall be the duty of the president to call and preside over all meetings of the WINGS Executive Committee and the general membership. The president shall be the SGA representative and report all activities of WINGS to the SGA. The president shall meet regularly with the advisers in Continuing Education, meet regularly with the members of the executive committee in preparation for the general membership meetings and with the evening chair to assure communication between the two groups. The president is also responsible for monitoring the functions of the members of the Executive Committee and for overseeing the budget. In the event a vacancy occurs in an office, the president may, with the Executive Committee's approval appoint a member to fill the office until the next election. The president-elect shall plan for the organization's programs for the coming year and shall choose standing committee chairs and other chairs needed. Standing committee chairs include communication chair, social chair, evening chair, activities chair, membership chair, and Meredith Christian Association chair. These appointments will generally be announced by the last meeting when officers are inducted.

2. Vice President.
The duty of the vice president shall be to assist the president and to preside over meetings in her absence. The vice president shall be responsible for communicating with the president and the committee chairs. The vice president shall be responsible for representing WINGS on the Programming Board and reporting back to the president. The vice president also shall serve as the liaison between the campus Cornhuskin' chairs and the WINGS activities chair.

3. Secretary.
It shall be the duty of the secretary to record the minutes of all WINGS meetings and to send copies of these minutes each month to the members of the WINGs Executive Committee, the adviser from Continuing Education, the director of student activities and leadership development, the dean of students, the vice president for student development, the SGA president, the SGA secretary, and the WINGS faculty adviser. The secretary shall handle all social and business correspondence related to WINGS and shall maintain open communication with the WINGS communication chair.

4. Treasurer.
It shall be the duty of the treasurer to maintain an accurate record of all financial transactions of WINGS and to prepare a projected annual budget. She shall monitor the funds allocated by Student Activities. She will meet with and prepare monthly reports for the WINGS president and the director of student activities and leadership development. The treasurer shall submit to the director of student activities and leadership development an annual report of financial transactions by the week prior to final exams in the spring semester. She shall give financial reports, if requested, at WINGS Executive Committee and at general membership meetings. The treasurer shall be responsible for fundraising activities for WINGS. This office may be combined with the office of the secretary or any other office as deemed necessary by the executive committee.

5. Senators.
It shall be the duty of the senators to attend all meetings of the Senate and to represent WINGS students. They shall serve on any sub-committees to which they are appointed. They shall report to the WINGS president or her designated representative.

6. Honor Council Representatives.
It shall be the duty of the Honor Council representatives to attend meetings of the Honor Council involving WINGs students. The Honor Council representatives will attend these cases on an alternating basis, scheduled by the Honor Council Chair. They shall report to the WINGS president or her designated representative.

7. Student Life Representative.
It shall be the duty of the Student Life representative to attend all meetings of the Student Life Committee, to represent WINGS students, to voice WINGS student concerns, and to serve on any subcommittees to which she is appointed. She shall report to the WINGS president or her designated representative.

8. Elections Board Representatives.
It shall be the duty of the Election Board representatives to attend all meetings of

the Elections Board and to represent WINGS students. They shall serve on any subcommittee to which they are appointed. They shall report to the WINGS president or her designated representative.

9. Communication Chair.
It shall be the duty of the communication chair to coordinate and distribute information gathered by her committee members to both day and evening WINGS members. The communication chair may appoint the members to this committee. It shall be their responsibility to publicize and promote WINGS sponsored events and to participate in the distribution of the information pertaining to events that involve the whole Meredith Community. It shall be the duty of the chair to report these events to Meredith Herald as deemed appropriate.

10. Social Chair.
It shall be the duty of the social chair to plan, coordinate, and implement social functions for WINGS. The chair's duties will include planning and coordinating social functions and annual events established by the general membership, and other social functions as requested by the WINGS membership, the Executive Committee, and the advisers.

11. Evening Chair.
It shall be the duty of the evening chair to be the liaison between the evening WINGS students and the day WINGS students.

12. Activities Chair.
It shall be the duty of the activities chair to plan and coordinate activities involving WINGs participation in Cornhuskin'. The activities chair or her designee shall be the WINGS representative to the Meredith Recreation Association.

13. Meredith Christian Association Representative.
It shall be the duty of the MCA representative to be a liaison between the MCA and the Executive Committee. It shall be her responsibility to plan and implement the WINGs Chapel service. The MCA representative shall attend the MCA meetings.

14. Membership Chair.
It shall be the duty of the membership chair to encourage participation in WINGS and to oversee activities to implement membership attendance of all functions of the WINGS organization.

SECTION 5. ADVISERS.
There shall be two advisers, one from Continuing Education and one from the faculty. The faculty adviser shall be selected by the newly-elected Executive Committee at the last Executive Board meeting of the spring semester and shall be appointed for a term of one year. Advisers shall be ex-officio members of the Executive Committee. Advisers will be asked to be present at WINGS meetings to assist the officers of the organization as needed.

SECTION 6. MEETINGS.
A. The organization shall hold regular meetings once a month during the academic year. Members wishing to present agenda items should call the president three days prior to the meeting to have the item placed on the agenda. Executive Committee meetings are called at the discretion of the president. Executive Committee meetings are open to the general membership. Dates, times, and locations will be posted on the WINGS bulletin board.

B. There shall be a transitional meeting to transfer all materials from the prior year to the incoming officers and committee chairs.

SECTION 7. AMENDMENTS.
Proposed amendments must be circulated and/or posted on the WINGS bulletin board in Cate Center for general members. Proposed amendments must be announced for discussion at a general meeting and will be voted on at the next regularly scheduled general meeting.

SECTION 8. APPROVAL.
The constitution must be ratified by a two-thirds vote of the attending members of WINGS, the Senate, and the SGA Executive Committee.

By-Laws

Article I - Election Systems.

Section 1. Filing.

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board.

Section 2. Campaigning.

Campaigning is allowed within the regulations set forth by the Elections Board. The Elections Board shall issue each candidate a packet outlining campaign procedures. See Section 6—Elections Procedure—for additional information.

Section 3. Offices.

A. *(See chart below)*

	Campus-wide	Class	Major office	Speech	Sophomore	Junior	Senior	Resident	Commuter
SGA President	*		*	*			*	*	*
SGA Vice President	*		*	*		*		*	*
SGA Treasurer	*		*	*	*	*	*	*	*
SGA Secretary	*		*	*	*	*	*	*	*
Honor Council Chair	*		*	*		*	*	*	*
Student Life Chair	*		*	*		*	*	*	*
Elections Board Chair	*		*	*		*	*	*	*
AMC President	*		*	*		*	*		*
AMC Vice President	*		*	*	*	*	*		*
RHB Chair	*		*	*		*	*	*	
RHB Vice Chair	*		*	*	*	*	*	*	
WINGS President	*		*	*					*
WINGS Vice President	*		*	*					*
MCA President	*		*	*		*	*	*	*
MCA Vice President	*		*	*	*	*	*	*	*
MEA President	*		*	*		*	*	*	*
MEA Vice President	*		*	*	*	*		*	*
MRA President	*		*	*		*	*	*	*
MRA Vice President	*		*	*	*	*		*	*

SECTION 3. OFFICES. *(continued)*

	Campus-wide	Class	Major office	Speech	Sophomore	Junior	Senior	Resident	Commuter
Programming Board Chair	*		*	*		*	*	*	*
Review Board Members(5)	*							*	*
Chief College Marshal (pre-requisite required)	*							*	*
Residence Hall Presidents	*		*					*	
Class Presidents		*	*	*				*	*
Class Vice Presidents		*	*	*				*	*
Class Secretaries		*		*				*	*
Class Treasurers		*		*				*	*
Class Historians		*		*				*	*
Class Cornhuskin' Co- Chairs		*						*	*
Class Stunt Co-Chairs		*						*	*
Honor Council Reps (2)		*						*	*
Elections Board Reps (3)		*						*	*
Class Senators (3)		*						*	*
Class Marshals (3)		*						*	*
Student Life Reps (3)		*						*	*

B. Special Requirements.
The Chief College Marshal must have served as a marshal at least one year prior to this selection. Co-chair positions shall be limited to Cornhuskin' and Stunt. If a candidate runs as a chair and not as a co-chair, she shall remain the only chair throughout her term.

C. Chief Student Advisers.
The chief freshman and transfer student advisers are considered to be major offices but are selected by the assistant director for first year experience after an application and interview process.

D. Office Limits.
No student shall hold more than one major office during a school term.

SECTION 4. ELIGIBILITY.
Any student who is or has been on reprimand or probation by Honor Council at any time during the current academic year, any rising junior or senior who does not have at least a 2.25 GPA at Meredith College, or any rising sophomore who does not have at least a 2.0 GPA at Meredith College may not hold any of the positions previously specified in Section 3. A grade check will be implemented by the Elections Board adviser at the beginning of every semester. Students who will not be attending classes at Meredith College during both semesters of term of office are also ineligible to file. If circumstances prevent an elected officer from attending classes at Meredith during her term, she must notify the Student Government Association Executive Committee as soon as she is aware of this situation. Any student who files for a residence hall office must have lived in a residence hall for at least one full semester immediately preceding the election. Likewise, any student who files for a commuter office must have been a commuter student for at least one full semester immediately preceding the election.

SECTION 5. REMOVAL FROM OFFICE.
A. An elected or appointed rising sophomore must maintain at least a 2.0 cumulative GPA at Meredith College during her term, or her term in office will

be terminated. An elected or appointed rising junior or senior must maintain at least a 2.25 cumulative GPA at Meredith College during her term, or her term in office will be terminated.

B. Before the holder of an office specified in Section 3 can be removed from office, the president, chair, or adviser of her organization must issue an oral warning stating that she is not performing her duties as outlined in her constitution or job description. If the officer continues not performing her job, the president, chair, or adviser must issue a written warning. If the situation persists after the written warning, the president, chair, or adviser must notify the SGA Executive Committee to remove the officer from her position. The Meredith College Community must then be notified of the officer's removal from her position in the next issue of the Meredith Herald.

C. A student who holds any campus office will be removed from her office if she is found guilty of an Honor Council offense.

SECTION 6. ELECTIONS PROCEDURE.

A. Validation.

For any campus-wide or class election to be valid, the Elections Board must supervise the election. Valid ballots must include the name of every candidate.

B. Schedule of Elections.

1. Fall Elections.

The election period shall progress as follows: *(See chart below)*

First full week of classes	Election information available for prospective candidates.
Second week	The filing period shall begin on Monday at 8:00 a.m. and continue until Wednesday at 5:00 p.m. No candidate may file for general election once this period is closed. During this week, the Elections Board shall hold an informational workshop to educate candidates on campaign procedures. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down and the candidate will be notified by the Elections Board. If the candidate continues to violate elections procedures, she will be disqualified.
Third week	The Elections Board shall schedule candidate speeches at 10:00 a.m. on Monday. Campaigning shall begin Monday at 8:00 a.m.
Fourth week	Polling shall take place on Monday and Tuesday from 9:00 a.m. until 7:00 p.m. Run-offs will be held on Thursday.

2. Spring Elections.

The election period shall progress as follows: *(See chart below)*

First & second full weeks of classes	Election information available for prospective candidates.
Third week	The filing period shall begin on Monday at 8:00 a.m. and continue until Friday at 5:00 p.m No candidate may file for general election once this period is closed.
Fourth week	During this week, the Elections Board shall hold informational workshops to educate candidates on campaign procedures. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down and the candidate will be notified by the Elections Board. If the candidate continues to violate elections procedures, she will be disqualified.
Fifth week	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule one "Meet the Candidates Night" during which candidates for campus wide and class offices shall present their speeches.
Sixth week	Polling shall take place on Monday and Tuesday from 9:00 a.m. until 7:00 p.m.. Run-offs will be held on Thursday.

C. Tabulation Process.

1. Polling.
Polling shall take place in a location as designated by the Elections Board. The polling site will be open from 9:00 a.m. until 7:00 p.m. on the days specified in Section 6-B.

2. Method.
In order to vote, the student must present her CamCard to the Elections Board representatives or their designees stationed at the polling site.

3. Election Results.
a. The tabulation of the ballots is the responsibility of the Elections Board chair. The Elections Board chair (or her designee), the Elections Board adviser (or her designee), and one representative of the Honor Council shall certify the results in writing.

b. Majority vote is defined as one vote more than 50% of the total ballots returned and constitutes election in all cases except the following:

1. When the number of candidates is the same as or fewer than the number of positions for a particular office, the candidates are elected.

2. When the number of candidates with a majority vote exceeds the number of positions for a particular office, candidates with the defined majority shall be voted on in a run-off election. This procedure is possible only in offices with more than one position.

D. Notification and Vote Disclosure.

1. Upon completion of tabulation and certification, a copy of the results will be posted in Johnson Hall, Carlyle Campbell Library, Belk Dining Hall, Cate Student Center, and all residence halls.

2. Upon completion of tabulation and certification, each candidate shall receive phone notification of her newly elected position. Winning candidates also shall receive written confirmation of their position.

3. If a run-off election is held, the candidates involved shall be notified by phone as soon as the results are available.

4. A candidate's total votes will not be disclosed unless the candidate makes a written request to the Elections Board chair within 24 hours of posting time of the results. The requesting candidate may receive only her total. A candidate may request a recount of the votes for the office for which she filed. At that time, the chair will contact the members of the Elections Board, the adviser, and the involved candidates. (If it occurs during class elections, the chair will contact only those members on the board who represent that particular class.) The members of the Elections Board, in the presence of the Elections Board chair, Elections Board adviser, and an Honor Council representative will then review the votes of that particular office. The Elections Board chair will contact the candidates in question to inform them of the winners based on the results of the recount. The results of the recount shall be considered final and shall be posted.

E. Run-off Elections.
A run-off election will occur if no candidate receives 50% plus one vote of all votes. The Elections Board will determine eligibility for the run-off election based on the percentage of the votes received. In the case of a run-off election, polling will take place on the Thursday following the general election. Polling will be from 9:00 a.m. to 7:00 p.m.

F. Tie.
In the event of a tie in an election run-off, the tie will be referred to the Senate for a decision by secret ballot. The Senate's decision is final.

Section 7. Appointments.

A. Unfilled offices shall be filled through an open interview process within each organization. Class status may be disregarded for appointments except in the case of class offices. Appointed rising sophomores must have a 2.0 GPA at Meredith College and rising juniors and seniors must have a 2.25 GPA at Meredith College while all persons applying must fulfill other election requirements. If no one applies for unfilled positions, the current president/chair and her successor, in consultation with the adviser, have the power of appointment. Fall appointments must be made by October 1. Spring appointments must be made by April 15.

B. The SGA Selection Committee shall appoint unfilled offices for Chief College Marshal, Senate secretary, Elections Board secretary, and Student Life secretary.

C. A vacancy in the office of president or chair of any branch of SGA shall be appointed by the SGA Executive Committee, except for the associations which have an elected vice president who shall fill the presidency.

D. A vacancy in the position of residence hall president shall be filled by appointment by the president of SGA and the chair of the Residence Hall Board after consultation with the director of residence life.

Section 8. Elections Contestation.

A. Eligibility.
Any voter or candidate may contest an election.

B. Procedures.

1. A written notice of contest must be given to the Elections Board chair within 24 hours of the official posting time.

2. The notice of contestation must include the name of the contestor, the reasons why the election is being contested, and the contestor's proposed solution.

3. The Elections Board chair must contact expediently the following:
   a. All Elections Board members,
   b. All involved candidates, and
   c. The director of student activities and leadership development or her designee.

4. The Elections Board chair must call a meeting of the Elections Board within 48 hours of the notification of the contestation.
   a. Upon invitation, contestors or candidates may present their concerns to the Elections Board.
   b. No involved candidate may be involved under any circumstances in the voting at the meeting.

5. The involved candidates must be sent expediently a written notification of the decision reached by the Elections Board.

6. If a contestor or candidate is not satisfied with the Elections Board decision, she may present her concerns to the SGA Executive Committee. If she still is not satisfied, she may appeal to the vice president for student development for a final decision.

Section 9. Assumption of Duties.
Officers shall assume their duties after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

Article II - Meeting, Order for Business, and Quorum.

Section 1. Meeting of the Association.

A. Called Meetings.
The president of the Association may call a meeting of the Association at any time. A meeting must be called by her at the written request of 10 percent of the members. This request must state the object of the meeting. In the event that the Senate deems a required Student Government Association meeting necessary, it may require such a meeting.

B. Forums.
The Student Government Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

Section 2. Order for Business.
All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order as revised in the by-laws.

Section 3. Quorum.
One-tenth of the members of the Association shall constitute a quorum for the transaction of ordinary business if a quorum is not present and if the one-tenth rule is invoked by the student government president and approved by a majority of those present.

Article III - Procedures.

Section 1. Legislation/Regulation Procedure.

A. Origin of Legislation/Pre-registration Proposals.
Legislation/Regulation proposals shall originate in either the Senate or the Student Life Committee. Proposals may be submitted:

1. To the Senate by:
   a. a Senator
   b. a student, or
   c. the SGA Executive Committee

2. To the Student Life Committee by:
   a. a member of the Student Life Committee
   b. a subcommittee of the Student Life Committee, or
   c. any member of the Meredith community

B. Consideration of Legislation/Regulation Proposals.
After approval by the Student Government Association, all proposals will be submitted to the appropriate college vice president.

1. All legislation shall be submitted to the vice president for student development.
   a. If legislation is approved, it shall be sent to the appropriate channels through which it will take effect.

b. If amended by the vice president for student development, the proposal goes back first to the organizing body. An explanation of the vice president for student development's action must be sent to the Student Government Association.

c. If legislation is vetoed, the vice president for student development will inform the organizing body of the rationale for the veto. With this information, the originating body can improve future deliberations.

d. If legislation is not acted upon within a two week period, a special conference of the Senate chair, the Student Life Committee chair, the SGA president, and the vice president for student development shall be called by the chair of the originating body the following week.

2. All regulations shall be submitted to the appropriate college vice president.

a. If regulation is approved, it shall be sent to the appropriate channels through which it will take effect.

b. If amended by a college vice president, the regulation goes back first to the originating body. An explanation of the college vice president's action must be sent to the Student Government Association.

c. If regulation is vetoed, the appropriate college vice president will inform the originating body of the rationale for the veto. With this information the originating body can improve future deliberations.

d. If regulation is not acted upon within a two week period, a special conference of the Senate chair, the Student Life Committee chair, the SGA president, and the college vice president to discuss the regulation shall be called by the chair of the originating body the following week.

SECTION 2. JUDICIAL PROCEDURE.

A. Preliminary Procedure.

This procedure shall be followed by the Honor Council in the preliminary investigation of cases.

1. Initiation of Charges.

a. When an accusation is made to the solicitor general by a member of the College community (any student, faculty member, administrator, staff member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the solicitor general.

b. Formal charges following investigation shall be served on the accused by the summons signed by the solicitor general.

c. The summons shall be delivered to the accused by the solicitor general in person, in private, and in writing at least seven days prior to the time set for trial.

d. The summons shall specify the charge, the time and place of trial.

e. The solicitor general shall notify the secretary who shall then notify the chair, support counselor, and the dean of students of the initiation of formal charges.

f. Prior to any discussion of the alleged offense between the accused and the solicitor general, or any college official investigating the matter, the accused shall be informed of her rights. Failure to inform the accused of her rights shall cause all incriminating statements made by her prior to such time to be inadmissible in any proceeding on the alleged offenses.

g. The solicitor general shall present the accused with the alternatives open to her in responding to the formal charge after informing her of the following rights granted under this instrument:

1. The right to written notification of hearing, time, place and charge before the hearing.

2. The right to be presumed innocent until proven guilty through clear and convincing evidence.

3. The right to refuse to respond to questions that would tend to be self-incriminating.

4. The right to a fair, impartial, and confidential trial.

5. The right to a speedy trial.

6. The right to the services of the support counselor, if she so chooses, or a council of her own choosing from among the students presently enrolled at the College who have no formal legal training.

7. The right to present material and character witnesses from members of the Meredith College community only, and to testify and present evidence in her own behalf. Written testimony from off-campus persons may be presented at the hearing.

8. The right to separate trial upon request.

9. The right to know the evidence and to face witnesses testifying against her.

10. The right to question any material witnesses or to challenge and rebut any evidence.

11. The right to plead innocent without fear of being tried for lying in relation to that plea if proven guilty. (This does not disallow being tried for lying if the accused lies in order to support a plea.)

12. The right to a tape of the presentation at the hearing, if notification is given within 48 hours of the trial, for the benefit of the accused in the appeal to the Review Board.

13. The right to immediate oral notification of the Honor Council's decision regarding verdict and penalty. If the accused is not waiting, the chair will write or call the accused person at the first opportunity. The accused will receive a written notification of verdict and penalty from the secretary.

14. The right to be free from a retrial under this procedure for the same offense, after acquittal under this procedure.

15. The right to submit an appeal within 48 hours of the Honor Council hearing.

16. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the accused's own free will and in writing.

h. If the accused fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the defendant may be subject to a more severe penalty if deemed appropriate by the council.

i. In response to the accused's right to the service of the support counselor:

1. If the accused waives her right to the service of the support counselor, the solicitor general and the accused shall have the preliminary conference at which time the solicitor general shall obtain the facts of the case and a plea from the accused. (This is the end of the preliminary procedure if the accused waives this right.)

2. If the accused exercises her right to the service of the support counselor, the support counselor and the accused have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.

3. Service of a support counselor is not available during the summer.

2. Preliminary Conference.

a. In order to enable the accused to prepare a defense, a preliminary conference must take place at least ninety-six (96) hours before the trial. However, upon request for waiver by the accused, trial may be held in a period either less than or greater than ninety-six (96) hours. Request for departure from the time requirement shall be filed by the accused with the solicitor general.

b. The support counselor and the accused shall meet with the solicitor general for the preliminary conference within twenty-four hours following the service of the summons, at which time the plea and facts shall be presented to the solicitor

general. The solicitor general shall explain the charge and the nature of the evidence against the accused.

c. The plea presented to the solicitor general during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing.

d. Upon revelation of the facts of the case, any material or character witness shall be served with a written summons by the solicitor general and the support counselor to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No witness may appear in a hearing who has not been officially summoned by the support counselor or the solicitor general.

B. Jurisdiction.

1. After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The five voting members of Honor Council, who serve on a rotating basis shall determine the verdict, and render appropriate penalties by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the chair of the Honor Council shall cast the deciding vote. The accused is notified of the verdict and penalty in writing as quickly as possible by the secretary of Honor Council. The secretary of the Honor Council also notifies the accuser (in an academic case, the professor involved) and the vice president for student development of the verdict and penalty. In the event of suspension or expulsion, if after a 48-hour period following her notification the student has not appealed, the decision will be submitted to the president of the College for final approval.

2. The student may appeal any Honor Council decision except cases involving an automatic penalty. The route of appeal begins with the Review Board, whose action is final except in cases of remand or cases involving suspension or expulsion. Only cases involving suspension or expulsion may be appealed beyond the Review Board to the president of the College.

3. A tape will be made of the hearing (not including the deliberation), and the accused will be allowed a copy at her own expense. This tape is for the benefit of the accused in an appeal to the Review Board. If she fails to give notice of desiring a copy of the tape within 48 hours of oral notification of the Honor Council verdict and penalty, the tape will no longer be made available to the student.

4. In the event that a student fails to respond to her summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the defendant present. Such action by the defendant shall be considered a violation of the Honor Code and deserving of a penalty.

SECTION 3. REVIEW BOARD.

A. Method of Appeals to Review Board.

A student may appeal to the Review Board by giving a written notice of her appeal to the vice president for student development within 48 hours of the Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state reason for the appeal. The Review Board hearing shall occur on the Friday following the receipt of the notice of appeal unless preempted by another student appeal, in which case the hearing would be held during the following week.

B. Record of Appeals.

The appeal is considered solely on the record of the Honor Council proceedings. (This record consists of the summons, the digest of proceedings, and the tape recording of the proceedings. The Honor Council secretary shall be responsible for making the Honor Council records available to the Review Board 48 hours before the review.)

C. Consideration of Appeal: Scope of Review.

1. Consideration of Appeal.

The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged or the support counselor, and the solicitor general upon their request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. An appellant shall have a maximum of five minutes to present her appeal.

2. Scope of Review.

Review of hearing is confined to the questions: (1) whether there is clear and convincing evidence in the record to support the verdict and/or the penalty; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome. Review of the penalty imposed

is confined to the question of its essential appropriateness in total context.

D. Determination of Appeal: Notice of Action.

1. Determination of Appeal
Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide the action on the appeal both in respect of the finding of violation and of the imposition of a penalty. Decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.

2. Notice of Action.
Written Notice of Action taken on appeal shall be given in person by the secretary of the Board to the student charged within 24 hours of the Board's decision.

E. Action Available to Review Board.
On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may; (1) affirm both the findings of violation and the penalty imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged on the question of violation was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation, but reduce the penalty to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduced the penalty to one deemed more appropriate.

F. Finality of Action on Appeal by Review Board.
The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the president of the College in cases provided in paragraph G.

G. Appeal to President of the College.
In cases wherein the Review Board affirms a penalty of suspension or expulsion, the student charged may appeal the penalty to the president of the College within 48 hours of the Review Board's decision. The student shall present her appeal in writing to the vice president for student development who shall then present the appeal accompanied with relevant case documents to the president. Review is based solely on the record of the appeal presented before the Review Board and any written brief filed with the Review Board by the student charged. The president of the College may, in a conference with the student charged, hear and consider oral argument but may not consider any new evidence. Review by the president of the College is confined solely to the question of appropriateness of the penalty in total context. The president of the College shall reach a decision and give a formal written notice within ten days after receiving the written notice of appeal. He may affirm the imposition of a penalty by the Review Board or change it to one deemed by him to be more appropriate. The action of the president of the College is final.

UnderGraduate Academic Calendar

Fall Semester

Arrival of new students
Sat., Aug. 17

Registration
Mon., Aug. 19

Registration of freshmen
Tue., Aug. 20

Classes begin
Wed., Aug. 21

Opening Convocation
Mon., Aug. 26

Last day to drop a course without paying
Tue., Aug. 27

Last day to add a course
Tue., Aug. 27

Labor Day holiday-no classes
Mon., Sept. 2

Last day to make grading changes
Wed., Sept. 18

Last day to drop with a W grade
Wed., Sept. 18

Midterm: Autumn recess begins at 5:00 p.m.
Fri., Oct. 11

Classes resume at 8:00 a.m.
Wed., Oct. 16

Midterm reports due at NOON
Wed., Oct. 16

Last day to withdraw from a course
Tue., Nov. 26

Thanksgiving recess begins after Last Class
Tue., Nov. 26

Classes resume at 8:00 a.m.
Mon., Dec. 2

Last day of classes
Wed., Dec. 4

Reading day; music juries
Thu., Dec. 5

Final examinations
Fri., Dec. 6 - Sat., Dec. 14

Commencement
Sat., Dec. 14

Spring Semester

Registration
Tue., Jan. 7

Classes begin
Wed., Jan. 8

Last day to drop a course without paying
Tue., Jan. 14

Last day to add a course
Tue., Jan. 14

Martin Luther King Day-no classes
Mon., Jan. 20

Last day to make grading changes
Wed., Feb. 5

Last day to drop with a W grade
Wed., Feb. 5

Founders' Day
Mon., Feb 24

Spring recess begins at 5:00 p.m.
Fri., Mar. 7

Midterm reports due at noon
Wed., Mar. 12

Classes resume at 8:00 a.m.
Mon., Mar. 17

Easter Recess begins at 5:30 p.m.
Thu., Mar. 27

Classes resume at 8:00 a.m.
Tue., Apr. 1

Last day to withdraw from a course
Mon., Apr. 21

Last day of classes
Mon., Apr. 28

Reading day; music juries
Tue., Apr. 29

Final examinations
Wed., Apr. 30 - Thu., May 8

Commencement
Sun., May 11

Summer School

First session begins
Tue., May 27

Class on Saturday
Sat., May 31

First session ends
Fri., June 13

Second session begins
Mon., June 16

Class on Saturday
Sat., June 21

Second session ends
Thu., July 3

Third session begins
Mon., July 7

Third session ends
Fri., July 25

Opening day of Class for 1997-98 Academic Year
Wed., Aug 20

Commencement for December 1997
Sat., Dec. 13

Commencement for May 1998
Sun., May 10

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